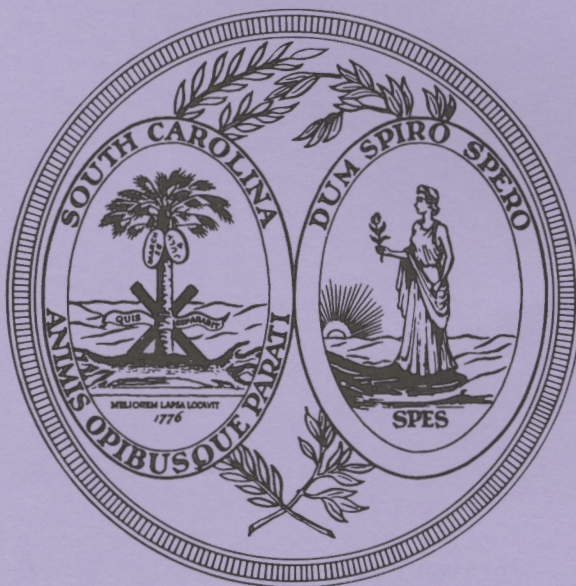


St 293
1.992
Copy 3

SOUTH CAROLINA STATE UNIVERSITY



ANNUAL REPORT 1991-1992

Printed Under The Direction Of The
State Budget And Control Board

S. C. STATE LIBRARY
JAN 06 1993
STATE DOCUMENTS



South Carolina State University

300 College Street Northeast
ORANGEBURG, SOUTH CAROLINA 29117
(803) 536-7013 / 7014

OFFICE OF THE PRESIDENT

FAX: (803) 533-3622

October 2, 1992

**TO: His Excellency, Governor Carroll Campbell, and
Members of the General Assembly**

On behalf of South Carolina State University, I have the honor to transmit herewith the Institution's Annual Report, which outlines the activities of the University during the 1991-92 fiscal year that ended on June 30, 1992.

As Interim President, I express sincere gratitude to the faculty, staff and student body for their continued participation in the affairs of the University. They have served with distinction through their active involvement in various activities and social events of the University.

We also commend you and the Board of Trustees for your understanding of and commitment to the fulfillment of worthy educational goals.

Sincerely,

Carl A. Carpenter
Carl A. Carpenter
Interim President

CAC:cb

South Carolina State University

300 College Street Northeast
ORANGEBURG, SOUTH CAROLINA 29117
(803) 536-7013 / 7014



FAX: (803) 533-3623

OFFICE OF THE PRESIDENT

October 3, 1992

TO: His Excellency, Governor Carroll Campbell, and
Members of the General Assembly

On behalf of South Carolina State University, I have the honor
to transmit herewith the Institution's Annual Report, which outlines
the activities of the University during the 1991-92 fiscal year that
ended on June 30, 1992.

As Interim President, I express sincere gratitude to the
faculty, staff and students for their participation in
the affairs of the University. They have served with distinction
through their active involvement in various activities and social

INSTITUTIONAL ACCREDITATION

South Carolina State University is accredited by the Southern Association of Colleges and Schools, and is a member of the Council of Graduate Schools in the United States. Undergraduate and graduate teacher-education programs are approved by the South Carolina State Department of Education, the National Association of State Directors of Teacher-Education and Certification (NASDTEC), and the National Council for the Accreditation of Colleges of Teacher-Education (NCATE). Also the programs of the School of Home Economics are accredited by the Council for Professional Development of the American Home Economics Association. The Counseling and Self-Development Center is accredited by the International Association of Counseling Services, Inc., and the Rehabilitation Counselor-Education Program by the Council on Rehabilitation Education, Inc. (CORE).

CAC:cb

TABLE OF CONTENTS

	PAGE
LETTER OF TRANSMITTAL.....	1
INSTITUTIONAL ACCREDITATIONS	2
BOARD OF TRUSTEES	4
ADMINISTRATORS	4
ORGANIZATIONAL CHART	7
INSTITUTIONAL MISSION STATEMENT AND GOALS	8
STATUTORY AUTHORITY AND	
SYNOPSIS OF HISTORY OF THE UNIVERSITY	10
Administration	13
State of the University (University Programs)	13
Academic Affairs	15
Academic Administration	18
Special Assistant to the President	22
Minority and International Programs	25
Development and Institutional Relations	26
Business and Finance	36
Student Affairs	47
APPENDIX I Housing	56
APPENDIX II Financial Aid	57
APPENDIX III Career Development Center ...	58
APPENDIX IV Admissions and Records	59
APPENDIX V Instructional and Academic	
Administrative Personnel	61
APPENDIX VI Programs Offerings	63
APPENDIX VII Federal, State and Privately	
Aided Programs	66
APPENDIX VIII List of Documents Published	
by Agency	70
APPENDIX IX Financial Report	77
APPENDIX X Total Expenditures by Object	
by Classification	78

BOARD OF TRUSTEES

Governor Carroll Campbell Ex-Officio Chairman
Henry William Brevard, II Chairman
James A. Boykin Vice Chairman
Charles Cleveland Lewis, Sr. Secretary
Joseph Douglas
Stephon Edwards
Gedney M. Howe, III
I.S. Leevy Johnson
Moses A. Wilds, Jr.
Charles H. Williams
Andrew Hugine, Faculty Representative Ex-Officio Member
Audrey Q. Tyler, Alumni Representative Ex-Officio Member
Demetrice Tyler, SGA President Ex-Officio Member

OFFICERS OF ADMINISTRATION

Carl A. Carpenter, B.S., M.ED., Ph. D. Interim President
Vermelle J. Johnson, B.S., M.Ed., Ph.D. Executive Vice
President
Roosevelt S. Gilliam, Jr., B.S., M.S. Vice President
of Development and
Institutional Relations
Oscar P. Butler, Jr., B.S., M.S., Ph.D. Vice President
for Student Affairs
Mool S. Shekhawat, B.S.C, M.B.A., C.P.A. Vice President
for Business and Finance
Thomas J. Stewart, B.A., M.A., M.S, Ed.D. Assistant to
the President for Minority and International Programs
Orlando H. White, B.S., LL.D. .. Special Assistant to the President
Leroy Davis, B.S., M.S., Ph.D. Vice President for
Academic Administration
Edward Jackson, B.A., M.A., Ph.D. Vice President for
Academic Affairs
Leon Sanders, B.S., M.B.A Assistant Vice President
for Business and Finance
William W. Waymer, B.A., M.A., Ph.D. Assistant Vice
President for Development and Institutional
Relation and Director of Fund Raising
Gwendolyn Fuller, B.A., J.D. College Attorney
James H. Arrington, B.S., M.S., Ph.D. Dean
School of Arts & Sciences
Shoi Y. Hwang, B.S., M.S., Ph.D. Dean
School of Engineering Technology

Wilhelmina Funchess, B.S.H.E., M.S., Ph.D. Dean
School of Home Economics and Human Services

Barbara W. Jenkins, B.S., M.S.L.S., Ph.D. Dean
Library Services

Bennie Mayfield, B.S., M.Ed..... Dean
Enrollment Management

J. Ronald Quinn, B.S., M.Ed., Ph.D. Dean
School of Graduate Studies

Ronald D. Ray, B.A., M.S., Ed.D Dean
Adult and Continuing Education

Earline Simms, B.A., M.Ed., Ph.D. Dean
School of Education

Rita J. Teal, B.S., M.Ed., Ph.D. Dean
School of Freshman Studies

Karl S. Wright, B.S., M.S., Ph.D. Dean
School of Business

Lillian Adderson, B.A. Director
Alumni Affairs

Marie A. Hamberg-Artis, B.S., M.S.W. Director
Career Planning, Placement and Cooperative Education

Luther J. Battiste, B.S., M.S..... Director
Physical Plant

Margaret Black, B.S. Director
Financial Aid

Dr. Beverly Boyd, B.S., Ph.D. Director
Counseling & Self-Development Center

Leon Chavous, B.S., M.S. Director
1890 Research and Extension

Beverly Young, B.S., M.S., Ph.D. Director
Institutional Self-Studies

Robert S. Evans, B.S. Director
Food Services

John Gadson, Sr., B.S., M.S. Director
Small Business Development Center

J. Leonard Gattison, B.S., M.B.A., C.F.E. Director
Internal Audit and Special Reporting

Stephen E. Glover, B.S., M.A. Director
Information Resource Management

Patricia HolmesInterim Director
Procurement

Bernard Haire, B.A. Director
Student Activities

Willis C. Ham, B.S., M.Ed Director
Special Programs

William P. Hamilton, B.A., M.Ed Director
Sports Information

Roy Isabel, B.S., Ph.D. Director
Research and Grants Administration

Willie E. Jefferies, B.S., M.S. Director
Athletics

Gloria D. Pyles, B.S., M.A., M.Ed. Director
Special Academic Programs and Title III Coordinator

Mary E. J. Ray, B.S., M.Ed..... Director
Special Services Program and
Partners in Educational Progress (PEP)

Sharon Reed, B.A., M.Ed..... Director
Student Center

Charles A. Roberts, B.S., Ed.M., Ed.D. Director
Instructional Media Center

James Ruff, B.A. Director
Personnel

James H. Salley, B.A. Director
Institutional Advancement

Connie J. Shivers, B.S., M.Ed. Director
Student Housing

Roy L. Simms, B.A., M.Ed., Ph. D. Director
Honors Program

Donald Ray Small, B.A., M.A., Ph.D. Director
Psychometrics

Bettylou R. Terry, B.S. Director
Public Information Services

Paul White, Sr., A.A., B.S., M.S. Director
Campus Safety and Security

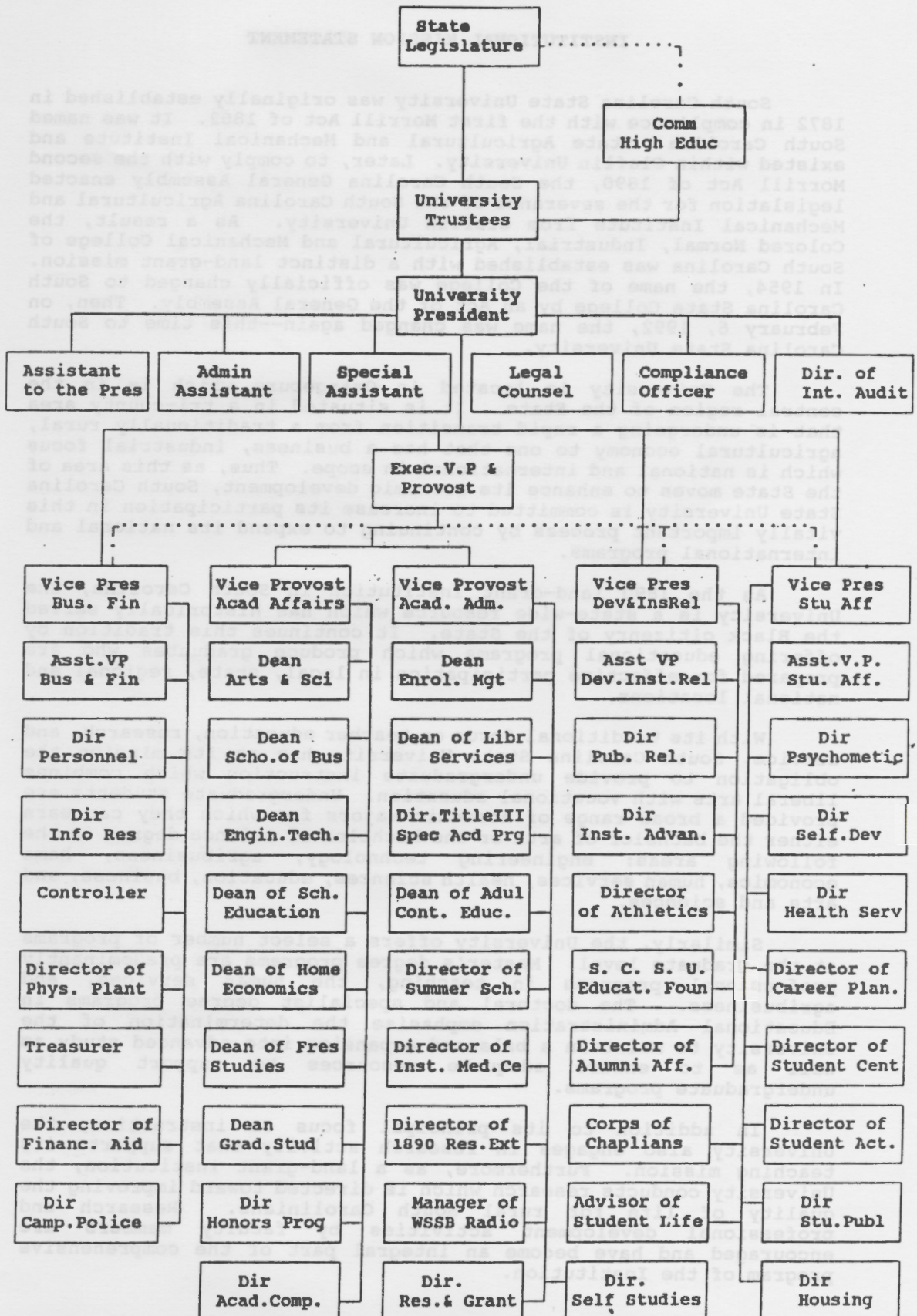
Shirley M.C. James, RN, B.S.N., F.P.N. Nursing
Supervisor

VACANT.....College Physician

VACANT.....Residence Area Coordinator

William H. Hammond, B.S., M.Ed.Residence Area
Coordinator

ORGANIZATIONAL CHART



INSTITUTIONAL MISSION STATEMENT

South Carolina State University was originally established in 1872 in compliance with the first Morrill Act of 1862. It was named South Carolina State Agricultural and Mechanical Institute and existed within Claflin University. Later, to comply with the second Morrill Act of 1890, the South Carolina General Assembly enacted legislation for the severance of the South Carolina Agricultural and Mechanical Institute from Claflin University. As a result, the Colored Normal, Industrial, Agricultural and Mechanical College of South Carolina was established with a distinct land-grant mission. In 1954, the name of the College was officially changed to South Carolina State College by an Act of the General Assembly. Then, on February 6, 1992, the name was changed again--this time to South Carolina State University.

The University is located in Orangeburg which is in the central region of the State. It is situated in a tri-county area that is undergoing a rapid transition from a traditionally rural, agricultural economy to one that has a business, industrial focus which is national and international in scope. Thus, as this area of the State moves to enhance its economic development, South Carolina State University is committed to increase its participation in this vitally important process by continuing to expand its national and international programs.

As the 1890 land-grant institution in South Carolina, the University is a state-wide resource which has historically served the Black citizenry of the State. It continues this tradition by offering educational programs which produce graduates who are prepared for effective participation in local, state, regional and national locations.

With its traditional focus on teacher education, research, and service, South Carolina State University has as its mission the obligation to provide undergraduate instruction which combines liberal arts with vocational education. Undergraduate students are provided a broad range of academic majors for which they can earn either the bachelor of arts or the bachelor of science degree in the following areas: engineering technology, agribusiness, home economics, human services, health sciences, education, business, and arts and sciences.

Similarly, the University offers a select number of programs at the graduate level. Master's degree programs are predominantly professional programs in teaching, the human services, and agribusiness. The doctoral and specialist degree programs in Educational Administration emphasize the determination of the University to maintain a balanced expansion into advanced study as well as to ensure adequate resources to support quality undergraduate programs.

In addition to its principal focus on instruction, the University also engages in research activity that supports its teaching mission. Furthermore, as a land-grant institution, the University conducts research which is directed toward improving the quality of life for rural South Carolinians. Research and professional development activities by faculty members are encouraged and have become an integral part of the comprehensive program of the Institution.

As a part of its expanded mission, South Carolina State University considers the provision of community services vitally important. These services are provided through (1) programs related to agriculture (2) adult and continuing education, (3) research, and (4) reference and resource areas. Each of these services is designed to create a mutually beneficial relationship between the community and the University.

South Carolina State University is fully committed to its mission which is to provide for all students quality academic programs as well as research initiatives to support these programs. The ultimate objective is to ensure that all students will be able to work and live productively and successfully in a rapidly evolving high-technology society as a result of their educational experience at the University.

SOUTH CAROLINA STATE UNIVERSITY INSTITUTIONAL GOALS

1. To respond to emerging professional and technological demands by revising existing programs and by implementing new ones.
2. To recruit and maintain a quality faculty and well-prepared staff to support the academic programs; to support professional development activities; and to provide the funding for adequate and equitable salaries to contribute to the maintenance and development of high morale on campus.
3. To improve progressively the quality of demonstrated academic performance of students.
4. To develop an assessment plan which evaluates academic effectiveness, student development, support services, and administrative operations; and to use these results in a broadbased continuous planning/evaluating process.
5. To develop and to implement a marketing and student-recruiting plan based on documented research which is designed to diversify the student body in order to maintain enrollment at a five percent growth rate, per year, through 1991-92.
6. To continue to provide and expand support programs in order to improve the quality of general campus life to meet the needs of all students.
7. To expand the revenue base of the University by increasing external financial support through the establishment of mutually beneficial relationships with corporations, private foundations, and governmental agencies, and by promoting an increase in active membership in the alumni association.
8. To expand the research focus of the Institution; to enhance its capability to conduct a wide spectrum of studies in all areas of the University; and to engage in collaborative research efforts with other educational institutions, as well as with local, state, and federal agencies.
9. To help students to develop an understanding of self and to grow in personal, nonacademic areas, such as self-discipline, independence, adaptability, and personal responsibility.

10. To provide curricular offerings that will increase opportunities for nontraditional students to receive a college education.
11. To increase the international focus on the university by encouraging research with an international perspective, by recruiting more foreign students, and by providing greater opportunities for students and faculty to learn about other nations.
12. To fulfill the social responsibility of the University to the greater community by providing services that will improve the quality of life for the general citizenry.
13. To have the institutional accreditation of South Carolina State University reaffirmed by the Southern Association of Colleges and Schools, and to increase the number of academic programs which are accredited by professional accrediting bodies.
14. To maintain an equitable distribution of the base financial resources (budget) of the University among the four major divisions: Academic Affairs, Student Affairs, Development and Institutional Relations, and Business and Finance.
15. To maintain an intramural/intercollegiate athletic program which complements the academic program and is an integral part of the mission of the University which is to prepare students, in mind and body, for life-long leadership skills.

STATUTORY AUTHORITY--A HISTORY OF THE UNIVERSITY

The Constitutional Convention of 1895 enacted provisions authorizing the legislature to create the University by a severance of the state's interest from Claflin University. In pursuance of such authorization, the General Assembly in 1896 entered statutes providing for the establishment of a normal, industrial, agricultural and mechanical college. The same Legislature provided for the appointment of a Board of Trustees, an administration, a faculty, and the adoption of rules and regulations to govern the operation of the College.

Pursuant to this organization, a faculty, composed of thirteen South Carolinians, was chosen by Dr. Thomas E. Miller, a former Congressman from South Carolina, who had been appointed as the first President of the College; and on September 27, 1896, the doors of the Institution were opened. The College plant consisted of one hundred and thirty-five acres, eight small buildings, a small dairy herd, and a few farm animals. Because of the meager facilities, academic instruction was mostly given on logs hewn from the campus wilderness, in the tradition of the Mary Hopkins ideal College. These logs were later made into lumber for the first dormitory and classroom buildings.

In 1911, Robert Shaw Wilkinson, a native of Charleston and a former Professor of Physics at the College, was elected President. Under his administration, the income of the University was increased from both federal and state sources, and a federal appropriation for extension work was added.

After twenty-one years of sincere service, Dr. Wilkinson passed; and on March 15, 1932, the presidency of the University was undertaken by Miller F. Whittaker who, at that time, was Director of the Mechanical Department. Some of the outstanding activities that marked President Whittaker's administration were the establishment of a Law School, Extension School instituted in fifteen South Carolina communities, and a Reserve Officer's Training Infantry Unit.

President Whittaker gave eighteen years of dynamic service to the University, and in 1949 he died with a firm faith that: "The College is serving the people of this state as never before. The worth of the institution is best expressed in the community relationship which it maintains and the improvement of rural and civic life which it promotes through its graduates, its faculty, and its extension agencies. The College has exhibited its economic, civic, and social worth to the Commonwealth of South Carolina."

In 1950, Benner C. Turner, Dean of the Law School, was elected President of the College. He retired in 1967 after seventeen years of service. Under President Turner's administration, the growth of the College was tremendous, both in academic activities as well as physical and human resources. Outstanding changes included the rapid growth of both undergraduate and graduate enrollments; increases in the number of faculty and staff; increases in the number of faculty holding doctoral degrees; the reorganization of the administrative and instructional areas of the College; major improvements in the physical plant, which included the renovation of buildings and the construction of many new buildings, among which were a new academic building, and dormitories for both men and women, a cafeteria, walkways, drives, roads and attractive landscaping, all of which have added to the comfort and beauty of the campus.

Upon the retirement of Dr. Turner, the Board of Trustees appointed Dr. M. Maceo Nance, Jr., Vice President for Business and Finance, as Acting President of the College, to serve until a successor to the former president could be chosen. The appointment became effective June 24, 1967. Dr. Nance was elected President by the Board of June 23, 1968, and was inaugurated November 27, 1968. Under President Nance's administration, the College experienced unprecedented growth in academics, students, faculty, staff and physical facilities. Twenty degrees were established, including the doctorate in Educational Administration. The majority of the faculty held doctoral degrees. Many academic programs received professional accreditation, while the college maintained its regional accreditation. Scholarship programs and faculty chairs were enhanced and initiated to promote the pursuit of knowledge. In keeping with the land-grant mission of the college, the 1890 Research and Extension program (United States Department of Agriculture), through its services and research, assisted in improving the quality of life for the citizens of South Carolina. In recognition of the need for additional school-community interaction, an Adult and Continuing Education unit, and a comprehensive college-community relations program were established and promoted. National and international awards were bestowed on many academic programs and extracurricular activities. Dr. M. Maceo Nance, Jr., retired June 30, 1986, after serving as President for 19 years.

On July 1, 1986, Dr. Albert E. Smith became the sixth President of South Carolina State University. Under Dr. Smith's

administration, the College's structure was reorganized and fine-tuned to operate under four major divisions: Academic Affairs, Business and Finance, Development and Institutional Relations (a new division), and Student Affairs. Under the supervision of a Vice-President, each Division was restructured administratively to carry out basic and expanded responsibilities:

--A cabinet level organization of senior executive administrators was established--the Central Administrative Staff (CAS).

--A Dean's council was organized as a senior-level body that would monitor academic and support services across the campus.

--An Executive Vice President and Provost position, to replace and elevate the traditional Vice President for Academic Affairs position, was established. Two Vice Provosts were named to assist in the area of Academic Affairs, to include a Vice Provost for Academic Affairs (to replace the former Assistant Vice President), and a Vice Provost for Academic Administration (a new position).

During Dr. Smith's tenure, research and professional activity improved significantly. Alumni, corporate and other private-sector support increased dramatically, as an aggressive effort was made to re-establish ties with graduates and establish formal relationships with the corporate community.

In 1988, a four-year Nursing Program was established and the first history-making class of 10 students graduated in May 1992. An Honors Program was established during Academic Year 1988-89, and the Institution became a participating member of the National Student Exchange Program.

Dr. Smith was successful in getting approved some twenty-five projects that would renovate and expand the physical plant, to include: A new Women's dormitory, a fine arts center, additions to Washington Dining Hall and the Kirkland Green Student Center, expansion of Dawson Football Stadium, a conference center at Camp Harry Daniels, an 1890 office complex, and a 250-to-300 acre research and demonstration farm.

After more than 18 months of work, Dr. Smith was successful in achieving one of his most noteworthy accomplishments--that of convincing the General Assembly of South Carolina to approve a name change for the Institution from South Carolina State College to South Carolina State University.

Dr. Albert E. Smith resigned on January 6, 1992, after five and one-half years of distinguished service to South Carolina State University.

Dr. Carl A. Carpenter was named Interim President while the Board of Trustees searches for a new President.

South Carolina State University is typical of many state-assisted Historically Black Colleges and Universities (HBCU'S) that began as small colleges--either with agricultural and mechanical orientations or as teachers' colleges--and then during the 1960's and 1970's expanded greatly in size, scope, and mission to accommodate the "Baby Boom" generation. Additionally, liberalization of federal government bodies and the subsequent enactment and enforcement of civil rights laws gave rise to a

proliferation of funds, buildings, and students.

Today, South Carolina State University is a major historically Black institution, with nearly 5,000 students and more than 22,000 living alumni. It is a comprehensive, multi-purpose, doctoral degree granting institution.

ADMINISTRATION

The President is the Chief Administrative Officer of the University, and, as such, is ultimately responsible for decisions of policy that affect the Institution's overall operations. Working in concert with the Central Administrative Staff (CAS), this office carries out the University's mission.

Reporting directly to the President are senior vice presidents who head the four major division: (1) The Executive Vice President and Provost is responsible for the University's academic and academic support programs. In addition, this Office serves as the senior executive advisor to the President and is the Chief Administrative Office, in the absence of the President; (2) The Vice President for Business and Finance; (3) The Vice President for Student Affairs; (4) The Vice President for Development and Institutional Relations. Other members of the CAS include Vice Provost for Academic Administration, Special Assistant to the President, Assistant to the President for International and Minority Affairs, University Attorney, and Director of Institutional Advancement.

Through the Central Administrative Staff structure, the University articulates its needs and shares its successes with the appropriate bodies and publics.

STATE OF THE UNIVERSITY

As discussed in other sections of this report, South Carolina State University experienced continued progress during Academic year 1991-92. While the Institution assessed its activities for the year, it also attempted to evaluate its effectiveness over the past five years. Boasting nearly a century of devotion to instruction, research, and public service, the University enjoyed some successes and faced some formidable challenges during the year in its continued quest for excellence.

One of the Institution's on-going priorities was to adjust faculty/staff salaries, to bring them more in line with peer institutions in the state and the southeastern region. Some progress was made in attempting to satisfy this goal.

During Academic Year 1991-92, an extensive assessment was completed to determine university-wide need for instructional equipment. Most of this equipment has been ordered and is in place for use during the ensuing year.

The automation of the Library reached a new level with the implementation of the Mil-Line, the Integrated Online Library System. Access to online Public Catalog is now available.

Corporate partnerships were enhanced in 1991-92. This effort addresses one of the most critical needs at South Carolina State University--obtaining resources to fund programs and to attract meritorious scholars. Notwithstanding the need for funds, the University increased its enrollment headcount as well as scholastic quality.

A significant enhancement in research was realized in Academic Year 1991-92, with the number of funded proposals increasing over the previous year.

Student performance, as indicated by results on standardized examinations, continued to improve. Several academic programs successfully underwent Evaluation, and the university-wide cultural enrichment course continued to introduce students to the aesthetic side of their overall development.

The University made significant progress in improving its fiscal management--receiving an unqualified audit on its current operations for Fiscal Year ended June 30, 1990.

NEW PROGRAMS MAKE HISTORY

Four-Year Nursing Program Awards First Baccalaureate Degrees

On May 9, 1992, at 5:00 p.m., in an impressive, history-making ceremony, ten students in the Generic (four-year) Nursing Program received their nursing pins. And, on Sunday, May 10, they joined their counterparts in the RN completion Program in receiving their Baccalaureate Degree in Nursing. Thus, history was made at South Carolina State University.

First Students Graduate From Honors Program

During the Commencement Convocation on May 10, 1992, they were among some 710 graduates, but their tassels were gold and they wore white stoles. These were the visibly distinctive features of the University's Honors Program graduates. What was not so visible was the fact that these were the first graduates of the Program that was established in 1988.

University Joins Students Exchange Program

During Academic Year 1991-92, the University welcomed its first "visiting" students, as a member of the National Student Exchange Program, a consortium of more than one hundred colleges and universities throughout the nation. Students from Rhode Island College came to South Carolina State University and students from this University went to the University of North Carolina.

ACADEMIC AFFAIRS

The Office of Academic Affairs is one of the two divisions of the Office of the Executive Vice-President and Provost, and is mainly concerned with the supervision of all academic schools, their departments and related activities. Responsibilities require involvement in all administrative functions related to this division, such as, planning, organizing, staffing, directing, coordinating, reporting and budgeting.

Educational Programs

Academic year 1991-92 will long be remembered as a very significant year in the history of the Institution. In February, 1992, the S. C. General Assembly officially changed the status of the Institution to "University". Thus, 1992 begins a new era for this grand and noble Institution.

This year will also be remembered as a particularly busy year for the academic area of the University because of the number of major accreditation visits. In all, four national accreditation site teams visited the campus. These were:

1. NASDTEC
2. ABET - TAC
3. National Association of Music
4. Council on Social Work

Although we had only received one final report and one preliminary report at the time of the writing of this document, we are confident that all final reports will be positive. This would certainly be in keeping with the University's record of academic excellence. As was reported last year, the academic program at SCSU is in excellent shape as we near the end of 1991-92.

In addition to the accreditation efforts noted above, one other major effort was successfully undertaken this year. This was the completion of the purchase of \$2,700,000 in instructional equipment. The funds were distributed to departments early during the Fall Semester of 1990. Departments were given two years to complete the procurement process. Thus at the end of 1991-92, many of the academic areas are operating with "state-of-the-art" equipment.

For the second time in three years, the University was fortunate to have an IBM Visiting Professor on board. This individual has a significant positive impact in the field of Electrical Engineering Technology. Several efforts to renew the IBM Loan have been initiated.

Program Activities, Research and Professional Development

A. Involvement in Continuing Education

Departments and schools continue to show progress in providing opportunities for both traditional and non-tradition students to take courses, seminars, and workshops in the Continuing Education Program. The total number of off-campus and evening courses offered in 1991-92 was 210. This represents a significant increase from the previous year when 162 such courses were offered. (See Annual Report of the Academic Administration area).

B. Professional Development Activities

South Carolina State University has several avenues available to the faculty for their continuing development. Leaves of absences for study, released time to conduct sponsored research projects, and financial support for the purposes of attending conferences and institutes are among the options available.

During 1991-92, ten faculty members were on extended leave for advanced study. Of these, nine received either full or partial financial support from the University. Four faculty are expected to return to the University in August and one in December -- three having completed the Ph.D. This is in addition to the two faculty who have already completed their doctorates via this program.

In addition to faculty on full-time leave, several other faculty are engaged in doctoral studies while employed full-time. The University faculty with released-time (where needed) and with funds made available to the University by a Faculty Development grant from Westinghouse Corporation. Additionally, two faculty are receiving financial support to "retool" in new areas.

The volume of faculty research is also increasing steadily as evidenced by the number of requests for released time for sponsored research. A total of 23 faculty members were granted released time for sponsored research, the same as the previous.

As has been reported for the past several years, State funds to support professional development activities have been almost non-existent. Some departments have, of course, wisely sought and received external grants which support some development activities. However, most departments have not been as fortunate. Nevertheless, faculty members continue to maintain an excellent record of participation in faculty development activities. The total number of activities for 1991-92 was 865 as compared to 873 in 1990-91 and 765 in 1989-90. Although the 1991-92 total represents a slight decline of nine activities from the previous year, it is remarkable that the decrease was so small when one considers that a mid-year freeze on out-of-state travel was instituted at the height of the professional conference season. With state funding expected to be considerably less than adequate, our faculty and administrators will have to continue to be creative and aggressive in their search for private dollars to supplement meager state funds.

C. Summary of Research and Scholarly Activities

Similar to the efforts of the faculty in the area of professional development activities, their efforts in the area of research are commendable. The number of activities increased from 798 in 1990-91 to 819 in 1991-92. Again, it is worthy to note that this increase is in spite of a decline in state operating funds. The faculty is to be commended for this achievement.

D. Statistical Summary of Research and Scholarly Activities

1. Published Output	1991-92	1990-91	Change
a. Articles (Refereed)	39	42	-3
b. Articles (None-Refereed)	41	46	-5
c. Technical Reports	33	50	-17
d. Books (Authored, (Co-Authored Edited)	15	21	-6

2. Papers Presented at Professional Meetings	121	75	+46
3. Proposals			
a. Submitted for Funding	84	58	+26
b. Newly Funded	46	31	+15
c. In Force from Previous Year	44	30	+14
4. Faculty Recitals, Performance, Exhibits, etc.	100	120	-20
5. Awards or other Recognition (e.g. Teacher of the year, Biographical Listing)	39	60	-21
6. Professional Service			
a. Consulting/Serving on Accreditation Team	54	87	-33
b. Officer of Professional Society/Chairing Forum	67	68	-1
c. Member of State, Regional or National Commission, Board, Task Force, etc.	82	50	+32
d. Serving as Critic/Judge of Creative Work	54	60	-6
Total	819	798	+21

Major Imperatives, Needs, Problems And Others

During 1992-93, the objectives for the Academic Affairs Office are as follows:

1. To continue working with the areas of Chemistry, Criminal Justice, Computer Science, and Business in their quest for national accreditation;
2. To prepare for accreditation visits for Teacher Education and Nursing;
3. To continue to search for new faculty development opportunities;
4. To continue efforts to complete computerization of the academic affairs areas;
5. To implement a formal faculty incentive award program;
6. To devise a structured plan to increase the number of talented students enrolling at SCSU;
7. To review the criteria for tenure/promotion.

Major Needs

The three great needs for the Academic Affairs area for 1992-93 and beyond are additional faculty, additional faculty salary funds and additional operating funds. The present financial condition of the State is such that it is unlikely that significant budget increases will occur for 1992-93. Thus, it is unlikely that

much can be done about addressing either of the above (with the possible exception of increased operating funds) in 1992-93. Nevertheless, these needs are so great that they could not go unmentioned.

Personnel and Personnel Related Recommendations

For the fifth year, the campus-wide Tenure/Promotions Committee has played a major role in the tenure/promotions process. All recommendations made by this Committee were supported by the Vice-Provost, Provost, and the President, and approved by the Board of Trustees.

ACADEMIC ADMINISTRATION

The Office of Academic Administration is one of the two divisions of the Office of Executive Vice President and Provost, and is mainly concerned with the supervision of all special academic programs and academic support services. Responsibilities require involvement in all administrative functions related to this division, such as planning, organizing, staffing, directing, coordinating, reporting and budgeting.

The Academic Administration Area is composed of nine departments or units and one Special Project. The nine units are:

1. 1890 Research and Extension
2. Enrollment Management
3. Institutional Self-Studies
4. Instructional Media Center
5. Library
6. Research and Grants Administration
7. Adult and Continuing Education
8. Special Programs/Title III
9. WSSB-FM Radio Station

The Special Project is the Ft. Jackson Educational Services contract which was initiated on October 1, 1991. Other major activities assigned to Academic Administration include the Summer School and preparation of the University Catalog.

General goals for Academic Administration for 1991-92 were presented at the CAS Retreat during the summer of 1991. These goals were also discussed with unit heads during their evaluation conferences in 1991. The 1991-92 goals for Academic Administration and progress on achieving these goals are as follows:

- To improve the quality of students through increased marketing and recruitment efforts.

While insufficient budgets restricted an increase in marketing and recruitment efforts, enhancing the quality of students is being achieved by (1) making pre-college algebra a prerequisite for admission to the University and (2) reducing the size of the Fall, 1992 freshman class to 760-850 students.

- To increase scholarly activity by involving more faculty and staff in research and proposal-writing activities.

In fiscal year 1991-92 seventy-nine (79) new proposals were submitted which requested \$19,244,024 in funding, a 71.6% increase over the previous year. While more faculty and staff are involved in research and scholarly work, output (article, books, presentations, etc.) continues to be minimal.

- To initiate changes in policies and practices to ensure that the needs of non-traditional students are met.

This goal is being achieved by ensuring that non-tradition students receive the same honors and awards afforded to regular students by providing a special date for registering Continuing Education students, and by providing all qualifying non-traditional students with ID cards. The same goal will be carried forward to 1992-93.

- To develop ways to assess and to improve fiscal responsibility in the academic areas.

Although the total operational budget for Academic Administration was reduced by 8.4% from the previous year (\$562,263 vs \$671,985), all units demonstrated fiscal responsibility and stayed within their budgets.

Major highlights from each unit of Academic Administration for 1991-92 are provided below:

ADULT AND CONTINUING EDUCATION

- Eighty-one courses (81) were offered and one thousand eight hundred eight (1,808) students were served during the 1991-92 academic year.
- The average enrollment in the evening school was approximately one hundred twenty-five (125) students per semester.
- Three significant evening school initiatives are underway. These include: (1) Feasibility studies for evening child care service and for weekend classes; (2) A Title III proposal activity for the development of a retention model; and (3) The development of a tracking system for non-traditional students who transfer to an academic program.
- New programs being developed include an articulation agreement with USC at Allendale in Criminal Justice, an arrangement with South Carolina Technical College's leadership to provide courses leading to the Ed.D. in Educational Administration, an arrangement with the Kershaw County School District to offer courses in Early Childhood Education.

1890 RESEARCH AND EXTENSION

- The University received \$1,322,301 through the 1890 program for the support of research and administration. Twelve (12) projects were supported, including five new projects since the previous fiscal year.

- Nine publications resulted from 1890 investigators, including four articles in refereed journals and one book.
- Twelve undergraduate and ten graduate students are employed in the twelve 1890 research projects.
- The thirty-one (31) 1890 Extension Program employees made favorable progress toward reaching most of the Four Year Plan of Work Goals and Objectives (1987-1991).

ENROLLMENT MANAGEMENT

- Enrollment Management provides seven (7) major services for the University. These are marketing, student recruitment, admission, student record maintenance, student transcript production and distribution, student registration and statistical data collecting and reporting.
- Freshman applications received for Fall, 1991 were up seven percent (2,598 vs 2,428) over last year. Freshmen enrolled were down four percent from 1990 (993 vs 1,036). Transfers enrolled were down nineteen percent from 1990 (166 vs 206).
- A review of the Enrollment Management Office by productivity and Quality Service was completed in the fall. Implementation of recommendations is on-going.
- Three (3) computers and printers have been acquired for Enrollment Management.
- Script-safe paper for transcript has been purchased. This will reduce chances of producing fraudulent transcripts.

INSTITUTIONAL SELF-STUDIES

- Institutional Self-Studies has two major components: (1) Planning and Assessment and (2) Institutional Research.
- Institutional Self-Studies completed more than fourteen CHE reports, IPEDS, eleven assessment surveys and sixteen other instruments.
- The Institution Fact Book (in press) has been completed.

INSTRUCTIONAL MEDIA CENTER

- Most of the equipment needs for IMC have been met with equipment bond funds.
- Services provided by IMC decreased in most categories over the previous year.
- A van for the transport of equipment remains a pressing need for IMC.
- One hundred twenty-five (125) films and videos were purchased by IMC.

LIBRARY AND INFORMATION SERVICES

- Overall use of Library services increased significantly over the past year. The availability of the MIL-LINE and ProQuest and other CD-ROMs has been the major reason for such increases.
- Total references and information services increased by 13.5% over the previous year.
- Total circulation services increased by 23% over the last year. However, materials checked out of the Library decreased by 5.9%.
- More than 3,980 new titles were added to the collection, the greatest number since 1983. This is primarily as a result of the special student fees for the Library.
- Library attendance increased by 26% this year over last year (198,383 vs 157,888). Weekend attendance increased by 9.5%.
- The Library is a part of the CHE's assessment of academic libraries for state-supported post-secondary institutions. Preliminary results suggest that the Library is woefully lacking in several areas, especially collections.
- Extended library hours (10:00 p.m. to midnight) is essential. More than 17,680 users utilized the Library in 1991 during these hours.

OFFICE OF RESEARCH AND GRANTS ADMINISTRATION

- ORGA prepared, assisted, and/or coordinated the submission of 79 new proposals during the 1991-92 Fiscal Year. Total funding requested during this period was \$19,244,024. This is a 71.6% increase.
- Currently funded SCUREF research and educational projects at South Carolina State University is \$896,847 for 1991-92.
- ORGA coordinated the preparation and submission of the Ft. Jackson Project which was funded at \$920,970 over a three year period.
- For 1991-92, the total amount of new research and grants funds received from all sources (including \$1,568,488 in Title III funds) was \$5,023,717. This is a 91.4% increase over the previous year (\$2,624,112).
- The total volume of research and grants currently active at South Carolina State University from all sources (including Title III - \$1,568,488 and 1890 Research - \$1,322,301) is \$11,407,823. This represents a 23.5% increase over last year (\$9,233,794).
- Through Title III funding, ORGA will add a Technical Writer/Editor to its staff during the next fiscal year.

SPECIAL ACADEMIC PROGRAMS/TITLE III

- During the 1991-92 academic year, Title III assisted fifteen (15) program activities.
- Twelve activities have been recommended for funding at \$1,568,488 for 1992-93.
- A new five-year Title III proposal (1992-97) has been prepared and submitted to the Department of Education.

WSSB-FM RADIO STATION

- Equipment was up-graded or replaced with \$81,000 in bond equipment funds.
- The restoration of AP wire service and funding for essential professional staff were supported by Title III.
- A major objective for next year is to use older equipment to develop a carrier current station to train students before they work at the main station.
- New transmitted equipment will be purchased with Title III funds next year to replace the current aging undependable transmitter.

FORT JACKSON EDUCATION PROJECT

- Ft. Jackson Education Project was initiated on October 1, 1991 and funded at more than \$900,000 over a three year period. It is unique because South Carolina State University is the only HBCU to ever receive such a contract from the Department of the Army.
- The project has an on-post staff of sixteen full and part-time employees as well as a substitute pool of five. One South Carolina State University faculty serves as the Contract Administrator.
- Services provided under the contract include testing, operating an MOS Library, operating an Army Learning Center, and providing instruction for three formal courses.
- All phases of the contract have either reached or exceeded expectations after six months of management.

SPECIAL ASSISTANT TO THE PRESIDENT

The Office of the Special Assistant to the President is primarily responsible for providing administrative leadership, supervision, and coordination to specific departments and special projects assigned by the President. The Special Assistant to the President is appointed by and reports directly to the President. Initial responsibility is for the administration of the University's Veterans Education Program, Use of Facilities Administration, Presidential Scholarship, and the Affirmative Action Program.

VETERANS EDUCATION

South Carolina State University has an enrollment of upward of Three hundred Veterans (Chapters 30, 31, 32, 106) and Veterans Dependents (Chapter 35).

Chapter 30, also known as the Montgomery GI Bill, covers those persons who entered active duty after June 30, 1985. Chapter 30 enrollees may enroll in any and all degree level courses, diploma courses, on the job, apprenticeship and remedial/deficiency refresher training with a change in entitlement. There is provision for advance payment, work study and cooperative training (institutional alternated with work experience). Certification for institutional training is done monthly. Under the Chapter 30 Program, there are no payments for dependents and the beneficiary has ten years to utilize his/her benefits.

Chapter 32, also known as the Veterans Education Assistance Program (VEAP), is a contributory Program which has been suspended following passage of the Chapter 30 program. Chapter 32 veterans are continuing to use their benefits. They entered active duty between January 1, 1977 and June 30, 1985. This program has the cooperative rate added as well as remedial-refresher training with a change in entitlement. These veterans have 36 months entitlement with a 10-year delimiting date.

The Chapter 106 program is for members of the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Air National Guard, Army National Guard, and Coast Guard Reserve. Currently, our greatest number of enrollees are in the Chapter 106 Program. Educational pursuit is limited to the undergraduate degree or a non-college degree program offered by an institution of high learning. The legislature provides for less than 1/2 time training, as well as full and 3/4 time rates. The delimiting date is 10 years from date of eligibility or date of separation from Selected Reserve.

Chapter 31, Vocational Rehabilitation, enrollees are evaluated 10% or more for service connected disability. There is a twelve-year delimiting date as opposed to ten years for other chapters.

Section 901, Educational Assistance Test Program, is a non-contributory program limited to persons who enlisted or reenlisted in active duty in the Army, Navy, Air Force, or Marine Corps after November 30, 1980 and before October 1, 1981. Section 901 beneficiaries are very few in number in South Carolina. Eligible participants in 901 can transfer all or part of their entitlement to a spouse or dependent child. Eligibility is for a maximum of thirty-six months.

Section 903, Non-Contributory VEAP-Educational Assistance Pilot Program, differs from the Basic VEAP in that the Department of Defense makes the contributions for participants. This benefit is also transferable to a spouse or child. Entitlement is for a maximum of thirty-six months with a 10 year delimiting date. There are very few 903 enrollments in South Carolina.

The annual reporting fees received for veteran students enrolled as of October 31, 1991, are listed below:

Total Students Vouchered - 221 @ \$ 7.00	\$1,547.00
Total Students Vouchered - 8 @ \$11.00	\$ 88.00
Total Reporting Fees Received\$1,635.00

During the current year, nine (9) veterans were employed to work in Admissions and Records and this office on the Veterans Administration Work-Study Program. These veterans worked a total of 3,977 hours and earned collectively \$16,902.25.

PRESIDENTIAL SCHOLARSHIP

The Presidential Scholarship is discretionary funds allocated for students minority/majority, undergraduate and graduate level, showing a need for financial assistance to complete their education requirements. Normally, these students do not qualify for financial assistance by other means.

The program was established to attract minority students to South Carolina State University by lending them financial assistance to pursue their educational endeavors. It was further broadened to assist all academically inclined students who lacked financial assistance to stay in school.

Funds allocated for the 1990-91 school term was \$15,000. A total of twenty-six (26) students were assisted during the fall, and twenty-four (24) during the spring semesters, with the maximum amount given being \$250.00 per semester.

USE OF FACILITIES

The Use of Facilities Committee is charged with coordinating the utilization of all available university facilities by the involvement and participation of community groups, businesses and others. The year 1990-91 was a very successful year of "outreach" involvement of the community and the surrounding areas. South Carolina State University was able to accommodate numerous outside activities and events during the academic year. The facilities and the services of the University offered are part of a thrust to establish positive, visible contact within the community and surrounding areas. South Carolina State University is dedicated to becoming a functional part of the community, and has therefore committed itself to the establishment of solid and long-lasting relationships.

AFFIRMATIVE ACTION

Pursuant to Section 709(c) of Title VII of the Civil Rights Act of 1964 (as amended) and Section 1602.55, Code of Federal Regulations, Chapter XIV, Title 29, South Carolina State University is required to file the Higher Education Staff Information (EEO-6) Survey Report biennially.

By agreement with the National Center of Educational Statistics, USOE, the South Carolina Commission on Higher Education is coordinating the collection and distribution of these reports from all public colleges and universities.

We are pleased to report that all affirmative action reports from South Carolina State University have been filed on a timely basis.

For the first time since October, 1976, in 1982 all State agencies were required to submit to the State Human Affairs

Commission a revised Affirmative Action Plan every two years. South Carolina State University's initial revised plan was approved on October 29, 1982. The revised plan was in accordance with the standard contained in the Human Affairs Affirmative Action Manual, the Blueprint, which is a guide to assist agencies in preparing their plans.

OFFICE OF MINORITY AND INTERNATIONAL PROGRAMS

The Office of Minority and International Programs was established in April, 1988. It was developed in conjunction with the establishment of the position, Assistant to the President for Minority and International Affairs. This position was created to facilitate program development in minority and international affairs and supporting funds were authorized under the Desegregation Plan of the South Carolina Commission on Higher Education. Accomplishments for the 1991-92 Academic Year are listed below:

A. Minority Programs

1. In the 1991-92 academic year there was an increase in the number of white and other non-Black undergraduate students at South Carolina State University.

B. International Programs and Activities

1. International Day was observed at South Carolina State University on October 24, 1991. Week-long activities were scheduled to promote students, faculty, and staff participation in and interaction with diverse world cultures. Activities included a soccer match at Hillcrest Soccer Field and a T-shirt day when all students were encouraged to wear T-shirts that promoted positive international themes. Additionally, videos depicting different world cultures were shown in Belcher Hall and Radio Station WSSB interviewed international faculty and students daily. Finally, a reception was given in honor of international students attending South Carolina State University and Claflin College. More than 75 students, faculty, and staff attended and over 50 guests from Claflin College and the Orangeburg community participated.
2. The University of Sierra Leone and South Carolina State University continued a three-year program to exchange faculty in the business administration disciplines. The program is funded by the United States Information Agency's University Affiliations Program. In the 1991-92 academic year two faculty from the University of Sierra Leone visited for extended periods. Similarly, four South Carolina State University faculty visited Freetown, Sierra Leone to consult with the University of Sierra Leone regarding activities in small business development.
3. Dr. Stewart, Assistant to the President for Minority and International Programs, was nominated to a Fulbright Teaching Fellowship at Fourah Bay College in Sierra Leone for the 1991-92 academic year.

OFFICE OF DEVELOPMENT AND INSTITUTIONAL RELATIONS

The goals of the Strategic Plan for the Division of Development & Institutional Relations are thorough and well conceived. They differ from those listed here, though, due to the format of that particular plan. The goals of the Division that are written in this plan are stated in less formal terms and may appear to be different, but in content are, in the same.

The overall goal of the Division is to raise funds at levels commensurate with the needs of the institution. The raised funds are to address the current and long-term needs through current and endowed funds, respectively. Moreover, the departments of the Division are to conduct specific activities that share in the realization of the desired results. The activities include:

- creating a better climate for support of the University,
- cultivating support (alumni, students, new students, political decision-makers, business and corporate representatives, foundations, individual philanthropists, and friends in general),
- positioning and marketing the institution, and
- fund raising.

In preparation for a major capital campaign in 1994 leading to the University's centennial, the Division is refining its development capabilities and skills. All of the departments are involved.

VICE PRESIDENT FOR DEVELOPMENT & INSTITUTIONAL RELATIONS

The Vice President is responsible for the overall accomplishment of the Division's goals through optimum planning, management, oversight, and development of staff. The Vice President assists various units of the University to include, but not limited to the Vice Provost and Academic Administration, the Office of Enrollment Management, as well as the Schools and Academic Departments in developing and implementing marketing and student recruitment programs designed to diversify the student body.

GOAL 1: To assist various units of the University to include, but not limited to the Vice Provost for Academic Administration, the Office of Enrollment Management, as well as the Schools and Academic Departments in developing and implementing marketing and student recruitment programs designed to diversify the student body and to maintain a 5% growth rate in enrollment per year through 1991-1992.

PROGRESS: Percentage Accomplished 100%
Climate for Successful Completion Excellent

This goal has been completed.

GOAL 2: To establish and implement management procedures, techniques, and attitudes which facilitate and encourage all staff members to produce optimum results in their areas of responsibility --while practicing the highest

levels of professional and ethical standards.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

Established practices of higher education administration, business and management have been followed in administering the Strategic Plan for the Division. The result of this has had an impact of advancement on this Division and on enrollment, research, scholarships, and many other windows and doors of opportunity for South Carolina State University.

Specifically, management of the Division as described above has led to a better understanding and subsequent interpretation and execution of tasks by individual directors. The instances of budget over-spending and program under-implementation have been significantly reduced, if not eliminated.

GOAL 3: To increase significantly the quantity and quality of alumni support.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

A major level of increases has been achieved in both quantity and quality of alumni support. This two-tiered advancement has occurred over the period from July 1, 1988 to May 1, 1991. Alumni support has grown from \$130,000.00 in 1988-89 to \$138,000.00 in 1989-90 to \$200,000.00 in 1990-91 to \$250,000.00 in 1991-92.

GOAL 4: To increase the number of corporations with direct links to South Carolina State University. To qualify as having a "direct link" to South Carolina State University, a corporation will have to meet one or more of the following criteria:

- a. Donated monies in excess of \$250,000.00 to the University;
- b. Participate in the "Corporate Seminar Series";
- c. Donated equipment to the University;
- d. Assisted in securing grants for the University;
- e. Initiated an active co-operative and recruitment effort with the University; or
- f. Provided guest lectures for the University
(See Institutional Goal # 7).

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

Despite the chilling effect of the economy in terms of national and global inactivity, private support to the University continues to grow. To motivate increased participation from the corporate and private sector, the Division is conducting two special activities. Namely, they are: the General Scholarship Fund Campaign and the Palmetto Football Classic.

Progress reports from each of the directors - referenced below - show some degree of involvement with one or both of these efforts.

GOAL 5: To develop and implement a communications plan to promote and establish public perceptions of South Carolina State University as a center of academic excellence and valuable asset to the State of South Carolina.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

The work of the Offices of Institutional Advancement (Government Relations), Information Services (Public Relations), and Sports Information (Public and Community Relations) all impact on the success of this goal.

The staffs described above in conjunction with others of the Division have performed far above normal expectations in positioning the University through their respective communication programs.

ASSISTANT VICE PRESIDENT FOR DEVELOPMENT & INSTITUTIONAL RELATIONS

GOAL 1: Augment significantly the University's revenue base by increasing financial support from private, external (business, industry, corporations, foundations, and individual philanthropists) sources through the creation and expansion of mutually beneficial relationships.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

GOAL 2: Develop effective plans for the beginning of the Centennial Capital Campaign and implement them in 1991 for the purpose of raising a major amount by 1996.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

GOAL 3: Implement a program utilizing the field representative concept with temporary employees working as fund-raisers on a commission basis.

PROGRESS: Percentage Accomplished 0%
Climate for Successful Completion Fair

GOAL: 4: Develop an Institutional Fund-Raisers' Council which would identify on-going and special needs of the institution and thus serve as the basis for fund drives and campaigns in succeeding years.

PROGRESS: Percentage Accomplished 20%
Climate for Successful Completion Excellent

GOALS 5: Develop a presentation for the various publics which chronicles the worthiness of South Carolina State University and, can be used to promote association with the University. An integral part of this presentation will be a "Case Statement" and a current feature video.

PROGRESS: Percentage Accomplished 5%
 Climate for Successful Completion Good

GOAL 6: Coordinate the design, installation, and implementation of an effective computer information system with a mass mailing sub-system containing complete connectivity among all units of the Division of Development and Institutional Relations.

PROGRESS: Percentage Accomplished 30%
 Climate for Successful Completion Excellent

ALUMNI AFFAIRS

GOAL 1: To increase by 40% the number and amount of financial contributions from South Carolina State University alumni over the 1988-89 levels through:

- a. Encouraging and cultivating alumni, overall, to become supporters of programs of the University in all areas, and
- b. Maintaining a high level of communication with the National Alumni Association governing body, the organized chapters, the classes, and alumni in general, keeping them informed of planned activities.

PROGRESS: Over the past year, the office has sponsored several programs and special projects to encourage and to cultivate overall involvement and participation of alumni and friends at the Institution as well as away from the campus.

GOAL 2: To plan and implement an effective and efficient alumni information system which will provide reasonably accurate information for communication, telephoning, financial reports, donor forecasting, and other purposes.

PROGRESS: In our effort to provide reasonably accurate information for communication, telephoning, etc., Title III funds were secured and an Alumni Development System was developed.

DEPARTMENT OF ATHLETICS

GOAL 1: To plan and implement activities to ensure that the University's Athletics program is excellent, both administratively and programmatically.

PROGRESS: Percentage Accomplished 40%
 Climate for Successful Completion Excellent

GOAL 2: To design and implement an athletics fund-raising program which falls within the auspices of the University's overall fund-raising program for the purpose of generating funds at a level sufficient to underwrite the cost of athletic scholarships.

PROGRESS: Percentage Accomplished 40%
Climate for Successful Completion Excellent

GOAL 3: To design and execute a marketing strategy to elevate significantly the level of participation, both athletically and financially, resulting in an annual increase of \$200,000.00 in revenue within the next five years.

PROGRESS: Percentage Accomplished 200%
Climate for Successful Completion Excellent

GOAL 4: To plan and implement a program to computerize the Department of Athletics for the purpose of improving effectiveness, efficiency, and accountability.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Good

GOAL 5: To plan and implement a national support program for the purpose of generating at least 300 percent more support for the respective programs of the Department.

PROGRESS: Percentage Accomplished 60%
Climate for Successful Completion Excellent

SPORTS INFORMATION

The Office of Sports Information is the service arm of the Department of Athletics and, also serves as the University's liaison with the press, media and all other constituents, to include students, faculty and staff, alumni, and other supporters.

GOAL 1: Plan and implement a program to ensure that the University's Athletics program is publicized in such a manner that it becomes an integral part of the overall marketing of the Institution

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

GOAL 2: Conceive, design, and execute strategy to increase the publicity generated for the non-revenue producing sports of the University's Athletics program.

PROGRESS: Percentage Accomplished 30%
Climate for Successful Completion Excellent

GOAL 3: Plan and implement a program to further mechanize the Office of Sports Information in order to more rapidly and effectively produce media information on the sports program.

PROGRESS: Percentage Accomplished 10%
Climate for Successful Completion Excellent

GOAL 4: Develop plans to finalize a comprehensive athletics information archival system (by 1994) complete with research data documenting the records of all athletics teams.

PROGRESS: Percentage Accomplished 0%
 Climate for Successful Completion Good

INFORMATION SERVICES

- GOAL 1: Position South Carolina State University effectively (among institutions of excellent repute and regard) with the media and the various publics through a heightened, excellent Information Services program.
- GOAL 2: Continue the development and refinement of a theme procedure which will position publications produced at South Carolina State University in harmony with key goals and designs during appropriate periods - to make them readily identifiable with the University's overall posture.
- GOAL 3: Develop continuing plans to expand the South Carolina State University Media Day throughout the short and long-range periods.
- GOALS 4: Improve Information Services' equipment and techniques and the addition of personnel to facilitate efficiency in production of information and timely delivery of information to the media, and compatibility of information with the formats of media.

INSTITUTIONAL ADVANCEMENT

- GOAL 1: To maintain an effective Governmental Relations program accruing increases in positive perceptions and support to the University.

The Office of Institutional Advancement coordinates and maintains a comprehensive, bi-directional program of communication among the governmental, internal, alumni, and other publics of the University on local, state, and national levels; interpreting and articulating the University's programs and positions to private industry, state and federal agencies, and legislative bodies. The office continues to work to enhance the overall program efforts of South Carolina State University by soliciting external support from its many publics and interacting with critical groups necessary to advance the University.

With the signing of H3716 by Governor Carroll A. Campbell on February 26, 1992, South Carolina State College became South Carolina State University. Enactment of legislation that changed the name of the Institution to university was the Number One Legislative Priority for the 1992 Legislative Year. The Office of Institutional Advancement coordinated the University status effort. Additional assistance was provided by a number of the University's major publics. They are: the South Carolina Congressional Delegation, Governor Carroll A. Campbell, South Carolina General Assembly, Orangeburg Legislative Delegation, South Carolina

Legislative Black Caucus, National Alumni Association, Board of Trustees, Central Administrative Staff, Students, Faculty, Staff, Orangeburg City Council, Orangeburg County Council, Local School Districts, and Concerned Citizens. All of these groups played an integral role in helping this legislation make its way through the General Assembly over a two year period. South Carolina State University is now considered to be a comprehensive teaching university - a prevalent type of university found throughout the country.

The year 1991-92 was a good one for the Office of Institutional Advancement. Ninety percent of the University's 1991-92 legislative priorities were successfully enacted in the General Assembly. In addition, all of the office's goals were accomplished.

A resolution authorizing South Carolina State University to sell up to \$3 million in bonds to improve the Oliver C. Dawson Bulldog Stadium was signed into law by Governor Campbell in February. The stadium's seating capacity would be expanded to 24,000. Resolutions were filed and passed the Senate and House of Representatives in record time. The Office of Buildings and Grounds is in the process of hiring architecture and engineering firms in order to proceed with construction of the new addition in December of 1992.

In January 1992, Governor Campbell signed the 1991 Bond Bill. The Bill included \$6 million for the construction of a Fine Arts Center that is to be erected on Buckley Street in the field adjacent to the Smith-Hammond-Middleton Memorial Center. This facility will be built in three phases.

The Budget outlook for the State is still bleak. Currently higher education is funded at the 1991 level. A conference committee made up of members of the House and Senate has been named to work out the differences between both bodies relative to the budget. A hold harmless clause imposed on higher education at the beginning of the 1989 Legislative Session still prohibits the University from receiving its appropriate formula funded allocation.

Dr. Carl A. Carpenter was named the Interim President of South Carolina State University in January. A great majority of the Director of Institutional Advancement's time has been spent providing support to the Office of the President regarding government and community relations and ensuring persons representing our major publics that the mission of the institution has not changed and she remains a stable and integral part of the Orangeburg community and the State of South Carolina.

The Office of Institutional Advancement staffed the First Annual South Carolina State College Government Relations Workshop on October 5, 1991 in the Belcher Hall Auditorium. The workshop was sponsored by the College's Board of Trustees and was a nuts and bolts

session on legislative lobbying and how to make the South Carolina State presence felt in the State of South Carolina.

Dr. Henry Brevard, Chairman of the Board, presided at the workshop. Sixty-six persons representing the Alumni Association, the South Carolina Legislature, the Deans Council, Central Administrative Staff, and the Board of Trustees were in attendance. Legislative priorities for the 1992 session were explained and distributed.

Mr. Malverse Nicholson, Assistant to the President for Legislative and Public Affairs of Norfolk State University, and Major General James Klugh, United States Army (Retired), South Carolina State College's Washington Liaison, made special presentations. Thirteen members of the South Carolina Legislative Black Caucus attended the workshop along with Representative John Felder from St. Matthews. This accomplishment fulfills one of the office's major long-range goals.

The Office of Institutional Advancement, in conjunction with the Office of Alumni Affairs, has conducted Government Relations Workshops for the Conway, Greenville, Anderson and Columbia Alumni Chapters, and South Carolina State students representing the Student Alumni Relations Organization, Student Government Association, Student Senate, Pan Hellenic Council and an advisor for PIN. The student workshop was held at 6:00 p.m. on Friday, January 24, 1992, and had 34 persons attending.

The Director of Institutional Advancement has spent a great deal of time interpreting the 1991-92 Legislative Session to the University administration, faculty, staff, and alumni chapters in South Carolina. The Director provided information regarding the Alumni Office, Division of Development and Institutional Relations, the Student Government Association, and the Legislative update to the National Alumni Association's Executive Committee at its national convention that took place August 8-11, 1991 in Baltimore, MD. The Director also assisted with coordination of the event and participated in a panel discussion and workshops on generating external support for the institution.

The Director of Institutional Advancement serves on the Planning Committee for the 1992 National Alumni Convention. The Convention is scheduled for August 6-8, 1992 in Charleston, SC. A Government/Community Relations Workshop has been included in this year's workshop line up. This workshop will be conducted by the Office of Institutional Advancement. A Legislative Reception has also been scheduled.

On Thursday, October 24, 1991, a Press Conference was held on campus to announce the award of a contract by the Department of the Army to South Carolina State University. The contract in excess of \$900,000.00 will provide post-wide education services to Fort Jackson located in Columbia, SC. The Director of Institutional Advancement spent three years working with

representatives of the Department of the Army, the South Carolina Congressional Delegation and various Washington associates in the development of the contract. The Director devoted more than 200 hours to this project over that three year period.

In December of 1991, a 30 minute documentary on the Felton Laboratory School was completed. The production tells the story on Felton from its beginning to the present, and is the only visual history of the school and its programs. The South Carolina Educational Television Network was commissioned to produced the documentary. The Office of Institutional Advancement coordinated this activity. The Director of Institutional Advancement served as technical producer. The video is available for viewing.

The Annual South Carolina State University Day in the Legislature was held on March 24, 1992 at The State Capitol. Dr. and Mrs. Carpenter, along with South Carolina State University staff; National Alumni President Audrey Tyler; and South Carolina alumni from Orangeburg, Sumter, Greenwood, Greenville, Columbia, and Florence were at The State House and heard legislative briefings from Lt. Governor Nick Theodore, President of the Senate; Rep. Bob Sheheen, Speaker of the House, Sen. John W. Matthews; and Rep. Sam Foster. Dr. Carpenter thanked each of them for their support of South Carolina State University. The group was recognized in the Senate. Resolutions were introduced in the Senate and House making March 24, 1992 South Carolina State University Day. Copies of the resolutions were sent to Dr. Carpenter.

Changes in the state's Ethnics Act caused the University administration to cancel the evening reception that was normally held in conjunction with the Orangeburg Legislative Delegation.

Two members of the South Carolina House of Representatives from Orangeburg were seated in February. They are Mrs. Brenda Council, District 95 and Mrs. Gilda Cobb Hunter, District 94. Both members have been made aware of our Legislative priorities and pledge support to the institution. Mrs. Hunter's husband serves on the South Carolina State University faculty.

In 1990 South Carolina State College became a member of the Central Savannah River Regional Research Authority (CSRRA). The authority consists of representatives from Aiken County, City and Municipal governments, the Westinghouse Corporation, the University of South Carolina at Aiken and South Carolina State University. In March of 1991, representatives from the State Development Board, CSRRA, USC-Aiken and South Carolina State met to pursue the establishment of incubator programs at USC-Aiken and South Carolina State. South Carolina State proposed the establishment of an incubator program in Orangeburg. In April of 1992 the CSRRA received its official charter and purchased land in Aiken County in order to begin construction of the research authority. Dr. Carpenter serves on the Board

of Directors. The institution is a full partner and will have an incubator in Orangeburg. Negotiations are ongoing.

In October of 1991 the Office of Institutional Advancement began a program to enhance community support for the institution in conjunction with selected community leaders who are interested in assisting the University in the areas of economic development and community relations. As a result, two full page newspaper ads were purchased in the local newspaper that detailed revenue generated by the institution during selected special events. This effort is ongoing and is vital to the growth of the institution.

In April, Dr. Carpenter convened a meeting of selected faculty and administrators to launch a model program with a voluntary committee established by Orangeburg County Council to recommend ways to improve Orangeburg County Government. The voluntary committee has asked for assistance from the institution in a number of technical areas. The campus community will assist the voluntary committee in its work and pursue collaborative opportunities between South Carolina State University and County Government.

On March 18-21, the Director of Institutional Advancement conducted the Congressional Visitations Program along with Dr. Carpenter in Washington, DC. Visits were made to the offices of all Congress people and the Director of Institutional Advancement talked personally with Congressmen Spratt, Tallon and Ravenel, and Congresswoman Patterson; met with the educational staff of Congressmen Derrick and Spence; attended the NAFEO awards luncheon that was held in the Senate Office Building where congressmen were honored for their contributions to Historically Black Colleges and Universities; and attended NAFEO briefings and participated in a reception hosted by the Washington, DC Chapter.

GOAL 2: To design and implement a set of policies and procedures setting forth the basis for involvement of the Office of Institutional Advancement in major events of the College and regulating said involvement.

TICKET OFFICE

GOAL 1: To establish and implement a plan of overall excellence.

PROGRESS: To execute a system to ensure excellence, both administratively and programmatically. It is the intent of the management and employees of the Ticket Office to exercise disciplined management in the handling of tickets and revenue for South Carolina State University.

GOAL 2: To function as a service agency and an information center regarding athletic activities, special events and services.

PROGRESS: To develop and cultivate harmonious relationships with the athletic supporters of South Carolina State University by maintaining open lines of communication that will significantly elevate the level of participation to result in financial increases in revenue. To support non-athletic college events by managing the ticket sales operation and systematically accounting for all collected revenue.

GOAL 3: To increase the number of season and individual game ticket purchases for all revenue sports.

PROGRESS: To make special effort to increase the number of season ticket purchases by more than 20 percent over the previous year for the purpose of generating funds at a sufficient level. This effort will ensure not only the attainment of financial support for the Athletic Department, but will help establish "across the board" excellence.

GOAL 4: To fully automate the Ticket Office.

PROGRESS: To continue to plan and implement a program to fully computerize the Ticket Office for the purpose of improving effectiveness, efficiency and accountability. Also, to continue to implement a strategy to sell tickets to events through an established ticketing system throughout the State of South Carolina.

GOAL 5: To support the Vice President of Development and Institutional Relations and other University officials, as requested.

PROGRESS: To provide the Vice President with facts and figures supporting the activities of the Ticket Office. In addition, advising the Vice President as to the most applicable and ethical procedures in managing the Ticket Office.

GOAL 6: To continue developing myself professionally and remain current on the practices in the field of ticket management.

PROGRESS: To participate in various seminars and conferences that target the marketing, developing and maximizing of ticket sales and ticket sales management.

OFFICE OF BUSINESS AND FINANCE

VICE PRESIDENT FOR BUSINESS AND FINANCE

The Business and Finance Division, during the Fiscal Year (1990-91), continued to focus and made substantial progress in meeting most of its goals. Listed below are some of these accomplishments:

- Absorbed a cut in State Appropriations (12% in comparison to Fiscal Year 1989-90) without major disruptions.

- Received unqualified audit opinion for Fiscal Year 1990-91.
- Received Recertification of Procurement Authorities from the Budget and Control Board, Materials Management Division.
- Issued \$4.885 million, 20 year, Student Faculty Housing Revenue Bond to finance the construction of a new 200 bed Women's Dormitory. These bonds were rated AAA by Standard and Poor and carried interest rates from 4.5% to 6.70%.
- Issued \$1.1 million, six year, Institution Bond to Finance the acquisition of Instructional Equipment. These bonds had an average interest rate of 5.1229577%.
- Continued the acquisition of land contiguous to the University in order to provide secured boundaries to Russell Street.
- Generated monthly leave reports and biennial benefits statements to provide information to supervisors and permanent employees.
- Completed a campus-wide network for data communication and installed more than 100 terminals to be used by faculty members.
- Secured a grant from NSF to establish link to BITNET.
- Set up various capital improvement projects to include expansion of Dawson Football Stadium and construction of a Plaza. Also, completed various projects to improve energy efficiency of older buildings.
- Improved collection efforts in the loan area and general accounts receivable.

The Division of Business and Finance is charged with the responsibility for formulating and implementing, through its various offices, prudent financial policies; and for maintaining an equitable distribution of the University's base financial resources. In addition, this Division oversees the operation of other campuswide services, to include the Campus Dining Hall, Bookstore, Information Resource Management, Campus Printing, Campus Police, Financial Aid, Personnel and the Physical Plant. Outlined in this report are the accomplishments of all the departments of this Division.

ASSISTANT VICE PRESIDENT FOR BUSINESS AND FINANCE

The Office of the Assistant Vice President for Business and Finance has the responsibility for supervising Purchasing, Inventory Control, Postal Service and the Auxiliary Services functions of the University. Additionally, this Office has the responsibility for the development of the internal budgets for the University as well as the responsibility for the submission to state agencies and coordinating boards. The major milestones for Fiscal Year 1991-92 were to provide continuity and effective monitoring of the Office of Procurement in lieu of the fact that the position of Director of Procurement was vacant.

This Fiscal Year has been a challenge in the Office of Procurement in providing continued support for the University's faculty and staff in the areas of supplies, equipment, material and services. This Office is charged with the responsibility of conducting the Purchasing function in a manner which results in obtaining the most efficient and effective use of University funds in the procurement of supplies, equipment, materials and services.

Because South Carolina State University is a state-supported institution, it is required to comply with the South Carolina Consolidated Procurement Code. This Code provides established policies, procedures, and guidelines relating to procurement management and inventory control.

As of April 15, 1992, the Procurement Office processed 11,750 purchase orders, central supply requisitions, direct payments and state requisitions. It also processed and maintained maintenance contracts on all typewriters, copiers and A.B. Dick Equipment throughout the Campus. Quarterly reports were submitted to the Division of General Services on Emergency, Sole Source and Trade-in Sales.

The Office of General Services reviewed the Procurement Department area and certified that it was in compliance with State Procurement Codes and Guidelines. The Department was granted the purchasing authority of \$25,000 for goods and services and \$10,000 for Consultants and Information Technology Services.

The Office of Property and Inventory for Fiscal Year 1991-92 has completed 85 percent of the second phase of the total implementation of the new physical assets system. This system was purchased from Information Associates and will provide the University with a completely automated physical inventory system.

The University's Postal Service provides complete postal services six days a week, to include certified mail, special delivery, international mail, first class mail, third and fourth class mail, book-rate, library rate and stamps to all University constituents. Currently, the Post Office processes incoming mail between 18,000 - 21,000 daily and receives and processes 5,000 pieces of mail to be delivered nation-wide.

The Auxiliary Services is an entity which exists to furnish service to students, faculty, or staff and charges a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary units at South Carolina State University is comprised of Residence Halls, Food Services, Student Snack Bar (The Pitt), University Bookstore, Central Supply and Student/Faculty Housing. During the Fiscal Year, Auxiliary Services operation did not experience a deficit in its overall operations.

The mission of the Bookstore is to enhance and support the educational activities of South Carolina State University. In pursuit of this mission, the Bookstore, as an Auxiliary organization, is a partner in the University community which includes students, faculty, staff, administrators, alumni and members of the community. The Bookstore strives to provide a convenient source for purchases, at competitive prices, of textbooks, school supplies, and other merchandise related to campus life. The overriding objective of the Bookstore is to make significant contributions toward the intellectual and service needs of the entire South Carolina State University community. For the

year ending June 30, 1991, the Bookstore realized record gross sales. For the first time in its history, the Bookstore generated over one million dollars in sales. The present year-to-date data indicate that sales for this Fiscal Year should exceed that of Fiscal Year 1990-91. The University's Bookstore has increased its product-line to include many of the items that had been requested by students, faculty, staff and alumni, and, as a result, has increased its sales and services.

The Food Service Department, being an integral part of the University, ties its purpose in with the aims of the University to educate and provide students nutritional meals that are consistent in quality, at comparative rates to students, faculty, staff, alumni and friends of the University. The University's Food Service continues to be an intricate part of resident life on campus and enjoys tremendous support. During this Fiscal Year, the Food Service Department averaged 7,650 meals on a daily basis and catered 1,313 special events for on campus and community groups and individuals.

Another Division of the University's Food Service operation is the Pitt, which serves as the fast food snack bar entity. This unit provides a unique service for our day and evening students which supports the overall mission of providing food services to all facets of the University's constituency. Included in this report is an Appendix of Revenues and Expenditures of various Auxiliary operations.

CAMPUS POLICE DEPARTMENT

Major responsibility for safety and security at the University is vested within the Campus Police Department. The Department is responsible for the selection and training of public safety officers; formulation and enforcement of rules and regulations governing fire prevention and protection; vehicular traffic and parking; property security, and public safety. The Department is comprised of Public Safety Officers and Residence Security Officers. The Public Safety Officers have the responsibility to patrol the University and provide security twenty-four (24) hours a day for buildings, grounds, and personnel and to enforce the laws and regulations of the University, City, and State.

In an effort to address the parking concerns of the University, an Ad Hoc Committee was established to study the traffic problems. The Committee has met on several occasions and worked diligently to develop and implement recommendations to improve parking at the University.

To this date, the Committee's efforts have created substantial improvement in the University's traffic parking related areas. Moreover, an additional one hundred and forty (140) space parking lot was secured on the corner of Highway 601 and Russell Street.

CONTROLLER'S OFFICE

The major objective of the Controller's Office is to provide financial information to all segments of the University's community for evaluation and attainment of the Institution's goals. The accounting system at the University adheres to the Generally Accepted Accounting Principles, as they appear in the College and University Business Administration, published by the National

Association of College and University Business Officers as well as the prescribed rules and regulations that demonstrate compliance with budget laws of the State of South Carolina. In order to ensure adherence to restrictions and limitations placed on the financial resources available, the University observes the principles of fund accounting and maintains separate accounts for funds, such as, current funds -- both restricted and unrestricted, endowment funds, plant funds, and agency funds.

The Controller's Office is organized into the following five departments: Budgeting, Data Control, General Accounting, Office of Grants and Contracts and Payroll.

The Budget Office maintains the University's budgetary system and monitors program activities for budget constraints for personnel positions and expenditures.

The Data Control division serves as a liaison between the Computer Center as well as various departments within the Office of Business and Finance. Its purpose is to obtain, reconcile and distribute daily, monthly and yearly reports of all transactions in the financial accounting system.

The purpose of the General Accounting Department is to plan, organize, and direct the general accounting functions at the University. Accounts Payable, which is responsible for the disbursement of funds for the purchase of goods and services, is an integral part of the department.

The Office of Grants and Contracts assists faculty and staff in the preparation and submission of proposals for grants, in conjunction with the Office of Research and Grants Administration. This Office maintains official files of grants and contracts. It is responsible for ensuring that federal, state and private agencies' and the University's policies relating to proposals and or awards are complied with.

The Payroll Office is responsible for processing and disbursing the University's payroll for faculty, staff, and students. This Office is also responsible for ensuring that liabilities resulting from withholding and accruals are paid in a timely manner. In addition, the Payroll Office generates students time sheets, employees W-2 Forms and a variety of state and federal reports on a semi-monthly, monthly, quarterly, and annual basis.

South Carolina State University, like other state institutions, is subject to annual audits of the South Carolina State Auditors. The annual year-end audit for the fiscal year was completed in a timely manner and the University received an unqualified opinion.

The audits for the fiscal year ending June 30, 1993 has been awarded by the State Auditor's Office to J. W. Hunt & Company, CPAs. Also, we expect a timely completion of the audit for the fiscal year ending June 30, 1992.

FINANCIAL AID

The primary mission of the Financial Aid Office in the past was to provide financial assistance to as many of the University's eligible student applicants as available funds would permit. This mission has not changed.

The continuing dominant feature of the Financial Aid Office is that of being student centered. Our primary concern is the welfare of the student, in terms of his/her financial need in order to attend an institution of higher learning. Also, we seek to relate the financial aid activity to the total policy and operation of the University and reflect the national purpose set forth in the Higher Education Act of 1965, as amended--to make a college education accessible to all the nation's qualified youth regardless of economic status.

The principle functions of the Financial Aid Office are to disseminate aid information to South Carolina high schools; prepare and submit annual applications for federal student aid funds to the United States Office of Education; counsel students and parents concerning need and the availability of financial aid; process student aid applications for financial assistance, determine eligibility and extent of need and issuing appropriate and timely notice of actions taken; process Student Eligibility Reports for Pell; maintain ledgers and related records for federally-funded aid programs; conduct entrance and exit interviews, administer student part-time job programs; submit local annual reports and budget requests; and submit Pell Grant Progress Reports and Fiscal Operation Reports to the United States Office of Education.

The last decade has seen a considerable growth in financial aid activity at South Carolina State University. Thus, our students are receiving more than four times as much aid as they received in the 1970's, the number of students aided has tripled and the average aid per student has more than doubled.

The greatest single factor in this growth has been the Federal Program of Pell Grant (formerly BEOG) which increases almost annually and the Title IV Loan Programs initiation.

The Financial Aid Office processed over 7,200 applications during the 1990-91 school year with 4,267 students receiving aid totalling nearly 17 million dollars. Assessing the financial aid forms and scholarship requests on hand compared to last year's and 1990-91 academic year, we will have a minimum of 4,500 aid recipients for 1991-92 school year.

Total aid received was \$13,038,393. Listed below is a breakdown of this amount.

<u>Scholarships and Grants</u>	\$ 6,313,331
Pell (Basic) Grant	
Supplemental Educational Opportunity Grant	
<u>Loans</u>	\$ 6,326,150
Stafford Loan (Formerly GSL)	
Perkins Loan (Formerly NDSL)	
Other Loans	
<u>Part-time Employment</u>	\$ 398,912
College Work Study	
Cafeteria Student Job Program	

During Fiscal Year 1991-92, the Financial Aid Office conducted 16 awareness sessions. The week of March 9-13, was designated as Financial Aid Week, in which the main focus was financial planning and loan counseling to students, parents (high and middle school students) and community leaders.

INFORMATION RESOURCE MANAGEMENT (IRM)

The mission of the Information Resource Management Office is to provide efficient, effective, and economical management of all the University's information and resources. (Computer Services, Print Services, Records Management and Voice and Data Communications). Utilizing the University's technology resources IRM serves as both a resource management function within the University and as a support base for the University's overall management perspective on improving organizational productivity and effectiveness. Within this arena, IRM strategic objectives is to maximize the quality, use and value of information within the University.

COMPUTER SERVICES

The following applications were supported and/or installed during Fiscal Year 1991-92:

- **Administrative Services**
 - **Human Resource System:** Payroll, Personnel, and Employment Data
 - **Student Information System:** Student Admission, Records, Financial Aid, and Billing/Receivable Data
 - **On Course System:** Degree Audit, Academic Advisement
 - **Financial Resource System:** Receivables Payable, Purchase Order Data
 - **Student Loan System:** Loan Management/Collection Data
 - **Alumni Development System:** Alumni/Development/Tracking Data
 - **Library System:** On-Line Library Data, CD ROM Access
- **Focus:** 4GL to provide access to administrative reporting data to network users "need to know" b a s i s . Application portability between VAX, Macintosh, and PC to convert data into a useful format for all levels of users.
- **386Ware:** Allow any VT terminal on network to run PC application software as a 81386 microprocessor.
- **Remote Access Facility:** Terminal emulation, file transfer, virtual disks (use of Vax disk as local disk), and Print Services for Macintosh and PC users.
- **Office Automation Facilities:** Provide document processing and transfer, electronic mail, time management, communications, desk calculator/calendar, and file cabinet management.
- **Modem Pool:** Allow On-Net users access to outside computer facilities and other networks. Also, to allow users access to campus-wide network from their homes.
- **Academic Services:** - SPSSX: Statistical Package

- Computer Languages: Cobol, Fortran, C, and Pascal
- Bitnet - Proposal has been submitted to the National Science Foundation (NSF) for access to the NSF NET.
- Validine System: ID/Debit Card Validation system to cover games, special events, and dining facilities.

The emphasis for Telecommunications during the fiscal year was focused on the campus-wide network. The network services (Bulldog Network) offer campus users a wide variety of choice: PC and terminal emulation; file/document transfer; print services; 4th generation language facilities to access data bases, standardized wordprocessing, electronic mail, desk management, functions, and modem access. The Bulldog Network consists of over 650 "callers" (users) lines connecting every academic and administrative building to the main computer. All lines will communicate at a minimum speed of 19.2 over the network. All equipment (except building multipliers) will be located in the computer center for easier maintenance and problem resolution. Utilizing available twisted pair technology allowed the University to avoid the cost of fiber-optic (until user application demands justify cost) by using existing cable which also allowed existing college personnel to install and maintain the complete wiring scheme and equipment from the Computer Center Floor to the users' desk.

Monthly billing of telecommunications vendors continue to be audited resulting in savings for the University. The following projects are currently being researched:

- Voice Mail Facility
- Upgrade of PBX
- Fiber-Optic Conversion
- Student Long Distance Service

Records Management -- Storage boxes were transported from the basement and stored in a newly designated space in the rear of the bookstore pending action. Based upon the decision made by Records Management and Records Holding Offices, after actual review of records, the records will be either stored on shelving units, microfilmed by a service bureau, or destroyed in accordance with the Department of Archives and History guidelines.

The final disposition of records requires some additional planning or evaluation.

- Contract the services of a company to pick up and destroy records
- Purchase a high volume shredder
- Submit schedules to the department of Archives and History for immediate destruction

The Records Management Office is currently taking inventory of each department on campus. This project should be completed by June 30, 1993.

Coordination has been made with the Archives Section of Whittaker Library, in reference to collection. Arrangements are being made to coordinate the storing and retention of permanent records. However, space is limited.

Print Services -- The priority for Print Services during the fiscal year has been focused on management and upgrading printing equipment, both design to improve accountability and services.

Tighter control on job submission and billing has allowed the Print Shop revenue/expenditures ratio to remain on the plus side throughout the year.

Additionally, the Print Shop has expanded its services with the replacement of a copier machine and a mail/sorter machine. Specifications are now being developed to provide greater access and flexibility with an expanded printing and publishing system.

During Fiscal Year 1991-92 the University's Campus-Wide Network ("Bulldog Network") continued to grow. As we look back and remember the challenges met, the innovations made, the progress realized, the people that made it all happen we also look to the future with great anticipation and perhaps a bit of uncertainty. Whichever direction we look, the common denominator is change.

The services provided by the University's Information Resource Management Center have expanded not only to meet the requirements of administrative software users but the University as a whole. The academic community, 1890 Research, the Library, Engineering, Self-Study, Student Services, Developmental Studies, and Print Services, will all gain greater accessibility to technology. The Campus-Wide Network concept reflects the Institutional need to exchange ideas, to share not only lessons we have learned from the past but also steps we are taking today to meet current and challenging needs, and perhaps to speculate on the future.

PERSONNEL OFFICE

One of the main focuses for the Personnel Office was to maintain, administer and formulate policies for the Personnel Management Program at South Carolina State University. Moreover, this Office also provided tremendous training opportunities for staff and faculty at the University and the Orangeburg Community as a whole.

One of the main objectives and accomplishments focused on during the past fiscal year included: implementation of the leave reports which enabled managers to monitor and manage leave for all employees under their supervision.

The Employee Assistance Program Activity report for the calendar year was highlighted by the following events. The program provided several employees with assistance in areas ranging from alcohol and drug abuse, domestic problems to stress related productivity deficiencies. The Program is designed to serve voluntary as well as involuntary employees. The majority of the employees assisted during the Fiscal Year were recommended by their supervisors (involuntarily) due to chronic absences, poor productivity and other related work violations.

The Staff Development and Training Office has worked diligently this year in providing the best possible training opportunities for staff and faculty. We offered our Supervisory Development Program again this year, in addition to the comprehensive Computer Training Series.

Also, introduced was a new program entitled "Connections". This Program is especially designed to train clerical, technical, and support staff on how to provide quality service to the campus student population.

This year, the Staff Development and Training Office had four requests from individual departments for customized training. The departments were Financial Aid, Enrollment Management, Campus Police, and the Computer Center. In an effort to further meet the growing training demands of the University, we have applied for Title III Funding.

The Staff Development Office will again coordinate the South Carolina State University Health Fair in conjunction with the Brooks Health Center. Total workshops held 36 and total number of individuals trained 787.

PHYSICAL PLANT

The Physical Plant Department provides support to the University in the areas of maintenance and capital improvement.

A majority of the buildings on campus are equipped with modern facilities which are conducive to learning. They are maintained by the Physical Plant Department to serve the needs of the University and the community relative to its stated purpose, its programs and its activities.

Capital Improvement Projects completed during the fiscal year included: Smith-Hammond-Middleton Center, Mays Halls I and II and Earle Hall.

Funds for construction within the past ten (10) years have come through direct appropriation from the State Legislature, authorized bond issues, student revenue bonds and grants from the United States Department of Education. Currently, South Carolina State University has under construction a bond resolution in the amount of \$4.885 million for a Student-Faculty Dormitory. The facility will house 200 students and the date of completion is January, 1993.

Situated on a well-landscaped, tree-laden campus, South Carolina State University has many beautiful buildings (maintained by the Physical Plant Department) of varied architectural designs which are harmoniously juxtaposed on several acres of land.

Motor Pool and Fleet - The basic travel needs of the University are being met by the Motor Pool. The operational procedures of the Motor Pool were inspected by the Division of Motor Vehicle Management and all operations were in accordance with established standards and policies.

TREASURER'S OFFICE

The Treasurer's Office continues to play a vital role in the day-to-day accountability for revenues received by the University.

All cashiering functions of the University are centralized in the Cashier's Office, located in Wilkinson Hall. The Cashiers are responsible for the receipt of cash for the University. The University requires that proper controls and safeguards be established at all levels to ensure that cash receipts be protected while in the custody of authorized personnel. Only authorized persons are permitted in the area of the Cashier's Office.

A tight control system for cash is in place. It includes the

following: detailed receipts are made out in triplicate; cash balances are reconciled; daily bank deposits are made; and bank statements are reconciled monthly. In addition, the University maintains a policy for handling returned checks, which includes a service fee and, if necessary, appropriate legal action. South Carolina State University has insurance covering all individuals who are directly involved in the handling and distribution of all institutional funds. Also, all employees, including elected and appointed officers, members of the Board of Trustees, and Directors of South Carolina State University are insured under the Tort Liability Insurance Policy from the State Budget and Control Board. The fiscal year was highlighted by the following events:

- Improved the refund process to better serve the students
- Reduce the NDSL/Perkins Loan Program Default from 14.5% (March 30, 1991) to 12% (March 30, 1992)
- Sharply reduce the number of returned checks (NSF)
- Employed a Data Coordinator to assist with extracting data for better reconciliation of "BR" to housing, Enrollment Management, Financial Aid and Loan Management as well as provide continuous support for providing other daily maintenance and special reports

In summary, the Treasurer's Office had a very productive year. Accounts Receivable is having its best collection year for currently enrolled students since 1986. If the current trends continue, Accounts Receivable for currently enrolled students will be less than \$250,000 by the end of the fiscal year. Seniors were required to clear their financial obligations prior to paying their graduation fee. However, new balances were created on some accounts because of traffic and library charges. Seniors with new balances will continue to be billed and followed up by telephone collection messages.

Collections is experiencing a good year. Collections from past due institutional accounts increased this Fiscal Year. As of April 17, 1992, \$48,299.13 has been received from the South Carolina Tax Commission for past due student fees.

Student loan check processing is changing to a more complex activity. During the spring term (as of April 6, 1992) more than 3,000 loans were received and processed for students to sign. The value of these checks exceeded 3.5 million dollars.

CONCLUSION

As we move forward into the year 2000, and countdown to our first centennial, it will require flexibility and financial integrity to succeed in a complex and uncertain environment.

South Carolina State University is well equipped and poised to take a leap forward to the position of leadership in providing quality education to all who are desirous and willing to make a commitment.

In order to maintain a higher education affordable to common citizens of the State, we can no longer rely solely on state support and revenues from student fees. Concerted efforts will have to be made to raise private funds and set up endowments for scholarships

and professorships in various disciplines.

The Division of Business and Finance is committed to providing support in the achievement of these endeavors and in providing and maintaining quality services. For Fiscal Year 1991-92 and beyond, we will continue to assess goals and establish priorities in order to fulfill this commitment. The following objectives have been identified.

1. Continue to improve management systems and resolve all deficiencies in audit reports.
2. Optimize the University's resources and improve the efficiency and effectiveness of Print Services throughout the Institution.
3. Continuation of in-service training programs and development of other programs in concert with the South Carolina Justice Academy, in an on-going effort to provide professional services by the Campus Police Department.
4. Implementation and upgrading of the academic systems.
5. Maintenance Plan and Ticketing for Campus Police automation systems.
6. Review and improve cost recovery areas.
7. Continued improvement in the areas of customer services.
8. Improved Staff Development Training and continue to provide tailored training for departments and divisions as requested.

DIVISION OF STUDENT AFFAIRS

VICE PRESIDENT FOR STUDENT AFFAIRS

The Division of Student Affairs contributes to the mission of South Carolina State University, "... to ensure that all students will be able to work and live productively and successfully in a rapidly evolving high-technology society as a result of their educational experience at the University", by providing programs and services for the holistic development and enrichment of all students.

Specifically, the Division of Student Affairs seeks to maintain an educational environment that is broader than just the classroom experience by providing co-curricular learning opportunities and a variety of campus-wide services for students of South Carolina State University.

With the executive leadership of the Vice President for Student Affairs, the staff responsible for student services includes an Assistant Vice President, nine directors and other full-time professionals and support personnel. Some part-time positions including residence hall assistants, orientation assistants, residence hall counselors and clerks, tutorial counselors and student union attendants are provided by student employment.

Financial support for the operations of the Division of Student Affairs is provided from state appropriations, auxiliary service revenues and student fees.

Following is a delineation of the major programs, activities and accomplishments of the various components of the Division of Student Affairs for the 1991-92 year:

CAREER PLANNING AND PLACEMENT

1991-92 was a productive year for the Career Planning and Placement Center as it continued its service as the primary coordinating unit for facilitating the fulfillment of career goals of students.

The primary goals of the Career Planning and Placement Center are to:

- provide career counseling.
- provide employment placement and reference.
- provide opportunities for student employment.
- facilitate admission to graduate and professional schools.
- administer cooperative education and internship programs.
- conduct follow-up on career placement of alumni.

Accomplishments

- Sponsored Graduate and Professional Schools' Day
- Participated in Graduate School Visitation Program at Ohio State University and Clemson University
- Hosted Black Executive Exchange Program (BEEP)
- Coordinated and/or Participated in Career Fairs at 9 middle and elementary schools and at Jasmine Mall in Sumter
- Sponsored Radio Show on WSSB radio
- Conducted Presentation/Workshops at COVEC Center
- Sponsored Outreach Registration Seminars for All Athletes and Information Sessions for Prospective Athletes
- Participated in Southern College Placement Conference, Atlanta, GA
- Conducted Outreach in all 12 Residence Halls and to ROTC Program
- Hosted NCNB Reception
- Hosted Testing Workshop for Federal Aviation Administration (FAA) and Selected Military Units
- Published HAPPENINGS Newsletters
- Coordinated Corporate Seminar Sponsored by Olgethrope Corporation
- Extended Evening Hours to Accommodate Nontraditional Students
- Extended Outreach to SCSU Doctoral Students
- Implemented Job Readiness Seminar Schedule
- Completed 5-Year Report on Education Majors
- Completed 5-Year Self Study Report on Co-op Program
- Presented at HBCU Southeastern Regional Co-op Conference in Charleston
- Sponsored Student Internship and Senior Sign Up Days at Student Center
- Hosted Annual Career/Job Fair

- Hosted Annual Educators' Day
- Facilitated Participation of 82 Students in Co-op Program
- Facilitated Selection of One Student for Coast Guard's MORE Program, 3 Students for U. S. Air Force, and 5 Students for U. S. Navy Officers Program
- Sponsored Legislative Black Caucus Day
- Participated in Social Security Administration's Minority Strategic Conference
- Presented at Bureau of Interior's HBCU Recruiter Outreach Conference

COUNSELING AND SELF-DEVELOPMENT CENTER

During the 1991-92 year, the Counseling and Self-Development Center provided a variety of services to students including individual and group counseling, hotline, psychiatric services, alcohol/drug prevention and education, counseling outreach, consultation and education and training.

The goals of the Center are to:

- provide individual and/or group counseling services.
- provide mental health services as needed through therapeutic interventions and psychiatric services.
- provide outreach counseling to SCSU students and to the local community.
- coordinate crisis intervention and hotline services to the University and Orangeburg communities.
- provide consultation, education and training to the University and local community.

Accomplishments

- Developed and Distributed Counseling Center Brochure Campus wide
- Developed Training Modules and a Brochure on Suicide Prevention/Intervention, Self Esteem, Communication Skills, Effective Helping Skills, Conflict Resolution, Values Clarification and Managing Critical Incidents in the Residence Halls
- Hosted Historically Black Colleges and University Conference for Alcohol/Drug Education and Prevention
- Sponsored "Safe Spring Break Week" to Promote Responsible Behavior Among Students During the Spring Holiday
- Developed Substance Abuse Counseling Program
- Revised Hotline Handbook and Conducted Training for Staff and Volunteers
- Coordinated Campus-Wide Wellness Program in Conjunction with Carolina Healthstyles
- Implemented Campus Alcohol Drug Education and Prevention Program (CADEPP) Funded by FIPSE Grant
- Developed and Distributed CADEPP Brochure Campus-Wide
- Developed and Distributed CADEPP Monthly Newsletter, "The Hype is SEX"
- Provided Training for Peer Educators in Conjunction with Dawn Center and Solicitors's Office
- Supervised Peer Educators' Facilitation of 14 Substance Abuse Seminars which Served 537 Individuals
- Re-organized Center's Advisory Board
- Administered College Adjustment Scale (CAS) to 300

- Freshmen Students
- Held Regular Treatment Team Meetings in Conjunction with Brooks Health Center
- Provided Outreach Programming to 917 Individuals
- Provided Consultation/Education/Training with Staff, Faculty and Community to 1,276 Individuals
- Conducted Group/Individual Counseling Sessions with 976 Individuals

BROOKS STUDENT HEALTH SERVICES

Brooks Student Health Services seeks to improve the overall health of SCSU students to enable them to participate as productive individuals. To accomplish this, the Health Center combines several approaches including health education, preventive health promotion and treatment for illness and injury.

The goals for Brooks Student Health Services are to:

- Continue to administer episodic "sick care".
- Provide health education and preventive care for benefit of all students.

Accomplishments

- Accommodated 11,000 Student Visits for Nursing Services
- Accommodated 4,000 Student Visits to the Physician
- Accommodated 600 Student Visits for Nursing and Medical Services by 114 Students with Special Needs/Disabilities
- Coordinated a Preventive Health Program (Sexually-Transmitted Diseases, HIV/AIDs, Family Planning and CPR) Involving 958 Students
- Conducted CPR Certifications for 13 Staff Members
- Conducted One Announced and Three Random Drug Screenings on Student Athletes
- Distributed Over 25,000 Latex Condoms with Safe Sex Information
- Co-sponsored the Second Annual HIV/AIDs Training Seminar for 300 Health Care Providers, Faculty, Staff and Students
- Conducted 7 classes on HIV/AIDs, Family Planning and Cancer Detection/Prevention for Students
- Sponsored "Think Wellness" Health Fair with 37 Providers and Approximately 400 Participants
- Co-sponsored HIV/AIDs and Drug Prevention Program with Pan Hellenic Council and Nation of Islam Student Organization for 1,000 Students
- Participated in Collaborative Research Effort with the Department of Nutrition on Cholesterol Levels in Regularly Active ROTC Students
- Established the SCSU/Brooks Health Center Pharmacy Outlet upon Approval of the SC Pharmacy Board
- Established Purchasing System for Drugs and Medical Supplies Through State Contracts
- Provided Two Health-Related Bulletin Boards and 900 Health-Related Brochures in the Student Center

HOUSING

The Housing Unit of the Division of Student Affairs seeks to provide the best possible living-learning environment for students of South Carolina State University.

The primary goals of the Housing Unit are to:

- ensure that the residence halls are furnished and maintained to provide adequate security, comfort and an atmosphere conducive to study.
- provide facilities that promote individual growth and development.
- coordinate provisions of campus housing for eligible married students.
- assess the effectiveness of the residence hall programs.
- continue to provide a trained staff to facilitate the enhancement of the learning environment.
- coordinate a system for the effective maintenance of residence hall facilities.

Accomplishments

- Coordinated Occupancy of 2,196 Students in 12 Residence Halls During Both Semesters
- Coordinated Occupancy of All 32 Apartments in Queens' Village by Married Students and Their Families.
- Established New Leasing Policy for Queens' Village Apartments
- Established Computerized System for Housing Lottery
- Conducted Monthly Programs in Each of the 12 Residence Halls in the Areas of Emotional, Occupational, Intellectual, Spiritual and Physical Development

STUDENT PUBLICATIONS

The mission of the Office of Student Publications is to serve as a source of communication for the institution and the community. Students are exposed to journalism skills and are provided work experience through the publication of "The Collegian", student newspaper, and "The Bulldog" yearbook.

The goals for the Office of Student Publications are to:

- Serve as a vital communication channel on campus, providing basic journalism skills to students and work experiences for students.
- Maintain coverage of campus events.
- Develop and implement a program that will stimulate student participation in publications.
- Implement a training program that will allow students to design and layout the newspaper utilizing computers.
- Purchase equipment and supplies (two Macintosh computers, Pagemaker graphics software, two lighted drawing tables, two drawing stools, a waxer, knives and graphic layout paper for design and layout of the newspaper and a subsequent reduction in contracting fees.
- Publish and distribute nine editions of the "The Collegian" throughout the campus
- Increase ad sales to supplement improvements to "The Collegian" and "The Bulldog".

Accomplishments

- Increased Student Participation on Publications Staff with 25 Students Working with the Newspaper and Yearbook
- Published Seven Editions of "The Collegian" with a Total

- of 25,000 Newspapers Distributed to Students, Faculty, Staff, Administrators, and Alumni
- Redesigned "The Collegian" from a Tabloid to a Six-Page, Full-Size Newspaper with Spot Color on Front and Back and At Least 10 Photos Per Issue for Increased Reader Appeal
- Coordinated Participation of Four Students and Two Staff Persons in the Southern Regional Press Institute at Savannah State College, Savannah, GA
- Established an Advertising Account for Increased Revenue Received from Ads to "The Collegian" and "The Bulldog"
- Distributed 2,353 Copies of "The 1992 Bulldog" (as of May 15)
- Received 2nd Place Award for "The Collegian" in the American Scholastic Press Association Competition in the Category of Colleges and Universities with a Population of 2,500 and Above

K. W. GREEN STUDENT CENTER

K. W. Green Student Center strives to meet the holistic development needs of students by providing recreational, cultural, social, educational, and leadership programs and delivery of services for the benefit of the University community. The Center also provides facilities for use by students, staff, faculty, and the community.

Specifically, the goals of K. W. Green Student Center are to:

- Continue implementation of a system for the regulation of use and maintenance of facilities in K. W. Green Student Center.
- Continue planning and implementation of an on-going program of events for the cultural, intellectual, social and recreational development of students.
- Provide for the delivery of services that address the needs of the diverse university population.
- Plan and implement a comprehensive leadership training program for elected and appointed student leaders.

Accomplishments

- Provide Services Reservations, Coordination, Set-up and Management for 558 Requests (160 Requests for Bulldog Lounge/Garnet & Blue Rooms/TV Lounge/Mall Area and 398 Requests for Conference Rooms) for Use of Student Center Facilities
- Purchased Large Screen Television for Center
- Coordinated Attendance of Approximately 30 Students at the 6th Annual Student Leadership Conference at the University of South Carolina, Columbia, SA
- Coordinated Campus Tournament of Honda Campus All Star Challenge to Determine Students to Represent Institution
- Coordinated Participation of the South Carolina State University Team in the Southeast Sectional Tournament of Honda Campus All Star Challenge in Durham, NC
- Coordinated of the South Carolina State University Team in the National Championship Tournament of Honda Campus All Star Challenge in Los Angeles, CA
- Accommodated Approximately 11,500 Student Visits to Student Center Recreation Areas (Gameroom and Bowling Lanes)

- Coordinated Third Annual Student Leadership Awards Banquet Attended by Approximately 100 Students, Advisors and Administrators
- Conducted Three Leadership Skills Workshops for Student Organizations
- Presented Black History Month Program for Stratford High School, Goose Creek, SC
- Presented Workshop on "Human Relations Skills" for Residence Hall Staff
- Participated in South Carolina State Consumer Affairs Conference
- Sponsored Bingo Night, Billiards Tournament, Spades Tournament, and Table Tennis Tournament with Approximately 120 Participants (Recreational Games Committee of Student Union Board)
- Co-Sponsored Third Annual International Night Activity, Attended by Approximately 100 Students, Faculty/Staff and Community Representatives
- Sponsored "Hawaiian Luau" (Annual Meet and Greet/SUB Membership Recruitment Activity) for Approximately 1000 Students
- Sponsored Annual Halloween Haunted House Attended by Approximately 500 Students

STUDENT ACTIVITIES

The Office of Student Activities serves as the coordinating unit for activities of all registered student organizations at South Carolina State University to ensure compliance with established university standards, policies and procedures. The office also maintained responsibility for the coordination of the Chaplain's Corp and the various religious student organizations.

The goals of the Office of Student Activities are to:

- provide an atmosphere conducive to the expression of students' religious beliefs.
- provide a program of activities which reinforces academic and social development.
- advise members and officers of Greek-letter organizations about leadership roles and responsibilities

Accomplishments

- Established Coordinated Council for the Student Christian Association (Baptist Training Union, Newman Club, Presbyterian Club, Richard Allen Club, United Methodist Student Movement)
- Coordinated Activities of Religious Emphasis Week on October 27 - November 2 with Each Religious Organization Conducting a Night of Service
- Facilitated the Staff of the Y-Hut So That the Facility Was Open for Use from 9 a.m. until 2 p.m. on Mondays through Fridays
- Coordinated Presentation of Religious Play, "The Believers" Performed By The ITC Players (Sponsored by The Presbyterian Club and the United Methodist Student Movement)
- Registered 91 Student Organizations for Year
- Established Four New Student Organizations

- Facilitated Successful New Membership Intake Programs in Each of the Greek-Letter Organizations
- Assisted in Presentation of Cultural Programs Including Campus All Star Challenge, Colloquiums, Hawaiian Luau, Lyceums, and Henderson-Davis Players' Productions
- Facilitated Attendance of Greek-Letter Organizations at Leadership Conference at the University of South Carolina - Columbia
- Assisted Pan-Hellenic Council in Development of Community Outreach Program

PSYCHOMETRIC CENTER

The Psychometric Center expanded the breadth of its services during this academic year. Particularly, the Center generated greater interfacing with other units/programs at South Carolina State University during the year.

Consisting of two components, Testing and Academic Advising Support, the goals of the Psychometric Center are to:

- assist the University with the process of assessing students' progress through the general academic curriculum.
- collaborate with faculty in the development of workshops to improve performance on required standardized examinations.
- initiate programs and/or activities to motivate students and improve their test-taking skills.
- provide consultation services to students experiencing academic difficulties
- provide professional assistance with the interpretation and analysis of individual and group test results.
- serve as a testing site for the administration of various standardized tests to students enrolled at the University and other individuals requesting these services.
- provide academic advising support services to students and advisors.
- continue to host the "Major Expo" and South Carolina Historically Black Colleges Advising and Retention Conference.
- assist with the planning and implementation of Orientation activities.
- closely monitor the needs of students who are on academic probation.

Accomplishments

- Assisted in the Development of the Proposal for the Fort Jackson Education Project which was Awarded to the University on October 1, 1991 as a \$1 Million Contract
- Assisted in the Development of the Assertiveness Training Program for ROTC Cadets; Conducted and Interpreted the Results of Self-Esteem Testing for Both MSIII Cadets and the ROTC Cadre (Staff) as a Phase of the Assertiveness Training Program
- Assisted in the Development of the Career Enhancement Process for Teens Project that Was Demonstrated by 1890 Extension and Funded by Kellogg; Coordinated the Pre- and Posttest Sessions Employing the Career Development Inventory and Wrote an Interpretive Analysis of the

Results

- Conducted LSAT, GMAT, and GRE Preparation Workshops
- Maintained Registry of the Psychometric Center as a National Testing Center for the LSAT, GRE, MAT, and ACT-PREP
- Conducted Achievement Testing for Freshmen and Other Incoming Students
- Conducted School and Departmental Examinations in the Center's Testing Laboratory
- Presented at the Southeastern Testing Association Annual Conference in Atlanta, GA on "Administering Standardized Tests to a Culturally and Socioeconomically Diverse Patronage"
- Conducted BSAP Preparation Workshop at Edisto High School
- Maintained Resource Library of Test Materials and Audio-Visual Aids
- Conducted Initial, Mid-Term and Final Academic Reviews with Students
- Maintained the Centralized Academic Schools Advisement Center
- Sponsored a Successful "Major Expo" Activity
- Continued to Expand the After-Hours Tutorial Program
- Sponsored Fourth Annual Academic Advising and Retention Drive-In Conference (Received Ratings of Good-Excellent)
- Sent Letters to All Students Listed on Academic Probation Inviting Them to Come to the Psychometric Center for Academic Counseling and/or Tutorial Services
- Began Development of a Survey to Assess handicapped Services to be Implemented in 1992/93.

APPENDIX I

STATISTICAL REPORT OF CAMPUS STUDENTS

FEMALE HOUSING -- 1991-1992

Name	Designed Capacity	Semester	
		Fall	Spring
Bradham	140	140	140
Earle	79	89	89
Manning	144	144	144
Mays II	130	130	130
Miller	62	88	88
South Campus	120	120	120
Truth	432	432	432
Williams	140	140	140

MALE HOUSING -- 1991-1992

Bethea	386	386	386
Lowman	126	143	143
Mays I	140	140	140
Mitchell	144	144	144
South Campus	100	100	100

QUEENS' VILLAGE (Married Student Housing)

Fall Semester, 1991

Number of Apartments	Occupancy
32	29

Spring Semester, 1992

Number of Apartments	Occupancy
32	32

APPENDIX II

FINANCIAL AID TO STUDENTS

No. Avg. Per Receiving Student	1990-91	Avg. Per Student	No Receiving	1991-92	
	Amount Received			Amount Received	
4,317	11,854,194	2,745	4,915	14,030,975	2,855

Estimated percentage breakdown of categories of family income.

Income Category	Percent
\$ 0 to 5,999	21
6,000 to 11,999	35
12,000 to 17,000	30
18,000 or more	14

The total amount of aid roughly breaks down as follows:

Loans	6,316,896
Jobs	728,497
Scholarships and Grants	6,988,582

STUDENT AID PROGRAMS

	No of Students	Amount
Loans		
National Direct Student Loans	207	\$ 360,993
State Guaranteed Loans.....	2,959	
5,955,903		
Part-time Jobs		
College Work-Study Program	435	\$ 412,816
Cafeteria Job.....	38	
		42,796
Grants		
The Pell (BASIC) Grant	3,075	\$5,428,984
Supplemental Education		
Opportunity Grant	981	544,750

APPENDIX III

CAREER DEVELOPMENT CENTER
FOLLOW-UP CLASS 1991

Departments	Number Students	Number Employed	Military	Graduate School	Decreased	Unknown
English	17	8	1	1	0	7
Bus. Administration	187	97	9	11	1	69
**Human Services	85	33	2	10	0	40
Mathematics & Computer Science	32	17	1	2	0	12
Modern Languages	0	0	0	0	0	0
Natural Sciences	23	8	2	2	0	11
Political Science & History	21	7	2	2	0	10
**School of Education	58	47	0	5	0	6
Music/Art	2	2	0	0	0	0
Psychology/Sociology	31	8	2	4	0	17
Engineering Tech	43	19	7	1	0	16
TOTALS	499	246	26	38	1	188

*Includes Speech and Nursing

**Includes all Education except Speech Pathology

TOTAL

TRANSFERS

FRESHMEN

APPENDIX IV

FRESHMEN ENROLLMENT BY COUNTIES
FALL 1991

ABBEVILLE.....	4
AIKEN.....	24
ALLENDALE.....	4
ANDERSON.....	11
BAMBERG.....	21
BARNWELL.....	5
BEAUFORT.....	16
BERKELEY.....	22
CALHOUN.....	6
CHARLESTON.....	92
CHEROKEE.....	7
CHESTER.....	8
CHESTERFIELD.....	7
CLARENDON.....	11
COLLETON.....	15
DARLINGTON.....	31
DILLON.....	16
DORCHESTER.....	29
EDGEFIELD.....	9
FAIRFIELD.....	12
FLORENCE.....	34
GEORGETOWN.....	21
GREENVILLE.....	42
GREENWOOD.....	5
HAMPTON.....	11
HORRY.....	17
JASPER.....	6
KERSHAW.....	12
LANCASTER.....	8
LAURENS.....	9
LEE.....	12
LEXINGTON.....	10
MCCORMICK.....	2
MARION.....	20
MARLBORO.....	15
NEWBERRY.....	3
OCONEE.....	3
ORANGEBURG.....	150
PICKENS.....	3
RICHLAND.....	96
SALUDA.....	2
SPARTANBURG.....	20
SUMTER.....	28
UNION.....	8
WILLIAMSBURG.....	30
YORK.....	25

TOTAL

942

ALABAMA
ALASKA
ARIZONA
ARKANSAS
CALIFORNIA
COLORADO
CONNECTICUT
DELAWARE
DIST. OF COLA.
FLORIDA
GEORGIA
HAWAII
IDAHO
ILLINOIS
INDIANA
IOWA
KANSAS
KENTUCKY
LOUISIANA
MAINE
MARYLAND
MASSACHUSETTS
MICHIGAN
MINNESOTA
MISSISSIPPI
MISSOURI
MONTANA
NEBRASKA
NEVADA
NEW HAMPSHIRE
NEW JERSEY
NEW MEXICO
NEW YORK
NORTH CAROLINA
NORTH DAKOTA
OHIO
OKLAHOMA
OREGON
PENNSYLVANIA
RHODE ISLAND
SOUTH CAROLINA
SOUTH DAKOTA
TENNESSEE
TEXAS
UTAH
VERMONT
VIRGINIA
WASHINGTON
WEST VIRGINIA
WISCONSIN
WYOMING

TOTALS:

**UNDERGRADUATE STUDENTS
FALL 1991**

	FRESHMEN	TRANSFERS	TOTAL
ALABAMA	2	0	2
ALASKA	0	0	0
ARIZONA	0	0	0
ARKANSAS	0	0	0
CALIFORNIA	0	0	0
COLORADO	0	0	0
CONNECTICUT	5	0	5
DELAWARE	0	0	0
DIST. OF COLA.	6	0	6
FLORIDA	19	3	22
GEORGIA	26	4	30
HAWAII	0	0	0
IDAHO	0	0	0
ILLINOIS	4	0	4
INDIANA	2	0	2
IOWA	0	0	0
KANSAS	0	0	0
KENTUCKY	2	0	2
LOUISIANA	0	0	0
MAINE	0	0	0
MARYLAND	12	3	15
MASSACHUSETTS	1	0	1
MICHIGAN	3	2	5
MINNESOTA	0	0	0
MISSISSIPPI	1	0	1
MISSOURI	0	0	0
MONTANA	0	0	0
NEBRASKA	1	0	1
NEVADA	0	0	0
NEW HAMPSHIRE	0	0	0
NEW JERSEY	18	0	18
NEW MEXICO	0	0	0
NEW YORK	22	5	27
NORTH CAROLINA	12	1	13
NORTH DAKOTA	0	0	0
OHIO	4	2	6
OKLAHOMA	0	0	0
OREGON	0	0	0
PENNSLYVANIA	16	1	17
RHODE ISLAND	1	0	1
SOUTH CAROLINA	826	145	971
SOUTH DAKOTA	0	0	0
TENNESSEE	2	0	2
TEXAS	1	0	1
UTAH	0	0	0
VERMONT	0	0	0
VIRGINIA	7	0	7
WASHINGTON	0	0	0
WEST VIRGINIA	0	0	0
WISCONSIN	0	0	0
WYOMING	0	0	0
TOTALS:	993	188	1,128

APPENDIX V

**INSTRUCTIONAL AND ACADEMIC ADMINISTRATIVE PERSONNEL
ACADEMIC PREPARATION BY SCHOOL/AREA
1991-92**

	DOCTORATE	MASTER'S + 2 YRS	MASTER'S + 1 YR	MASTER'S	TOTAL
SCHOOL OF ARTS AND SCIENCES					
Art	3	0	0	2	5
English	13	4	2	4	23
Math/Computer Science	6	5	1	7	19
Modern Language	2	1	0	2	5
Music	5	0	0	4	9
Natural Sciences	19	2	2	0	23
Political Science/History	7	1	0	0	8
Psychology/Sociology	6	0	0	0	6
PERCENT	61	13	6	20	
TOTAL, ARTS AND SCIENCES	61	13	6	20	100
SCHOOL OF BUSINESS					
Accounting	3	3	0	0	6
Agribusiness/Economics	7	0	0	0	7
Business Administration	8	6	0	0	14
PERCENT	66.7	33.3	0	0	
TOTAL, BUSINESS	18	9	0	0	27
SCHOOL OF EDUCATION					
Counselor Education	6	0	0	0	6
Teacher Education	6	3	0	0	9
Education Administration	8	0	0	0	8
Health & Physical Education	5	3	2	1	11
PERCENT	73.5	17.6	5.9	2.9	
TOTAL, EDUCATION	25	6	2	1	34

	DOCTORATE	MASTER'S	MASTER'S + 2 YRS	MASTER'S + 1 YR	TOTAL	
SCHOOL OF ENGINEERING						
Civil/Mechanical		6	2	0		8
Industrial/Electrical		7	4	2	1	14
PERCENT	59.1		27.3	9.1	4.5	
TOTAL, ENGINEERING TECH	13		6	2	1	22
SCHOOL OF FRESHMAN STUDIES						
PERCENT	20	2	20	20	40	10
SCHOOL OF HOME ECONOMICS AND HUMAN SERVICES						
Home Economics		4	3	2	1	10
Human Services		5	6	1	0	12
Speech Pathology		7	2	0	0	9
Nursing		2	1	0	1	4
PERCENT	51.4		34.3	8.6	5.7	
TOTAL, HOME ECONOMICS AND HUMAN SERVICES	18		12	3	2	35
VICE PRESIDENT, DEANS & OTHER						
PERCENT	100	11	0	0	0	11
TOTAL 1991-92		148	48	15	28	239
PERCENT	61.9		20.1	6.3	11.7	
TOTAL 1990-91		135	47	21	0	244
PERCENT	55.3		19.3	8.6	16.8	

APPENDIX VI

PROGRAM OFFERING

Degrees Offered

Other Offerings

Area of Study	Bachelor	Master	Master's in Education Option in Area	Doctoral/ Specialist	Under- graduate Concen- tration	Teacher Certifi- cation	Under- graduate Minor	Graduate Courses only
Agribusiness	X	X					X	
Accounting	X						X	
Accounting and Related Economics ...	X					X		
Art	X						X	
Art Education	X					X	X	X
Art-Printmaking.....	X							
Biology	X					X	X	
Black Studies							X	
Business Economics	X					X	X	X
Business Education	X						X	
Chemistry	X					X	X	
Civil Engineering--Tech	X							
Computer Science.....	X						X	
Counselor Education....			X					X
Elementary School Counseling						X		
Secondary School Counseling						X		
Criminal Justice	X						X	
Drama	X					X		
Early Childhood Education	X					X		
Educational Administration				X*				
Elementary Principal						X		
Secondary Principal						X		
District Superintendent						X		
Elementary Education ...	X		X*					X
Basic Elementary Early Childhood Reading								
Electrical Engineering Technology	X					X	X	
Electro-Mechanical Option								
Energy Use and Conservation								

Technology									X
English	X							X	X
French	X							X	X
Food and Nutrition	X								
German.....									X
Health Education	X							X	X
History	X							X	X
Home Economics									
Education	X							X	X
Home Economics									
in Business	X								
Child Development.....						X			X
Fashion Merchandising						X			X
Food Services						X			x
Individual and Family									
Development.....	X								
Industrial Technology									
Education	X							X	
Industrial Engineering									
Technology	X								
Management	X					X			X
Marketing	X					X			X
Mathematics.....	X							X	X
Mechanical Engineering									
Technology	X								
Music	X								X
Music Education	X								X
Choral						X		X	
Instrumental						X		X	
Music Merchandising	X								
Nursing	X								
Nursing (Post RN)	X								
Nutritional Science									
Office Management									
and Administration ...	X					X			X
Physical Education	X					X		X	
Physics	X								X
Political Science	X								X
Public Administration.						X			
Pre-Law Option						X			
Psychology	X								X
Reading Education								X	
Rehabilitation Counseling	X								
Secondary Education ...									
Biology									
Business									
Chemistry									
English									
Home Economics									
Industrial Technology									
Mathematics									
Science									
Social Studies									
Sociology	X								X
Social Studies	X							X	X

X*

Social Work	X					
Spanish	X				X	X
Special Education	X*					
Emotionally Handicapped	X			X	X	X
Learning Disabilities	X			X	X	X
Educable Mentally						
Handicapped	X			X	X	X
Trainable Mentally						
Handicapped	X			X	X	X
Speech Pathology						
and Audiology	X	X			X	

NAME OF PROGRAM	PERIOD	AMOUNT	LOANED BY
-----------------	--------	--------	-----------

1991-92
FEDERAL STATE AND DISTRICT LOANED AMOUNT

APPENDIX VII

FEDERAL, STATE AND PRIVATELY FUNDED AWARDS
1991-92

NAME OF PROGRAM	PERIOD	AMOUNT	FUNDED BY
1. NCAA-National Youth Sports Program Director: Dr. Kenneth Mosely	6/91-7/91	46,300	Natl. Collegiate Athletic/NCAA
2. Summer Institute For Tech. Transfer Program II Director: Mr. John Gadson	6/91-8/91	13,365	SCUREF/DOE
3. Porphyrin Compounds as Spectroscopic Indicators for Trace Metals Director: Dr. N. Datta-Gupta	1/1/91- 4/92	15,342	SCUREF/DOE
4. Proposed Study of the Status of Minority Early Childhood Leadership in South Carolina: Retrospective and Projections Director: Dr. Martha J. Heggins	6/91-6/92	1,000	Clemson University /Subcontract
5. Transfer of Technology to the Small Business Community Director: Mr. John Gadson	6/91-5/92	224,988	SCUREF/DOE Subcontract- Clemson, MUSC and USA-A
6. NCAA-National Youth Sports Program Math/ Science Enrichment Program Director: Dr. Kenneth D. Mosely	6/91-7/91	24,000	Natl. Collegiate Athletic Assoc.
7. Plan to Achieve Accreditation of a Training Program in Speech Pathology and Audiology Director: Dr. Harold Powell	9/91-8/92	68,529	U.S. Department of Education
8. Patricia Roberts Harris Fellowship Program Director: Dr. Ronald Quinn	8/91-8/92	80,000	U.S. Department of Education
9. Home Economics Teacher Education Program Director: Dr. Leola Adam	7/1/91 6/30/92	28,953	S.C. Dept of Education/Office of Vocational Ed.
10. Summer Workshop in Science and Mathematics Program Director: Dr. James Arrington	7/91-11/91	17,000	Westinghouse Savannah River Co. (NON-SCUREF)

11.	A Summer Work Program for Promising Minority and Female High School Students Director: Dr. James Arrington	6/91-9/91	8,725	SCUREF/DOE
12.	Evaluation of Caged Catfish Production Systems for Low-Income Residents in South Carolina Director: Dr. S. Sureshwaran	8/91-8/94	314,923	U.S. Dept of Agriculture
13.	Long-Term Training Project for Rehabilitation of the Blind: Graduate Training for Employed Orientation and Mobility Specialists Director: Dr. Eddie Glenn	7/91-6/92	88,069	Rehabilitation Services Administration
14.	Instrumentation 7 Design Laboratory Using Digital Computers Director: Dr. Nikunja Swain	7/91-12/93	31,143	National Science Foundation/NSF
15.	Proposal to Seek Funds for Collection Management and Institutional Development Director: Dr. Leo Twiggs	9/1/91 8/31/92	30,000	Ford Foundation
16.	Increasing Minority Enrollment in Electromechanical Engineering Technology for the Savannah River Site Area Director: Dr. R.R. Sandrapaty Dr. S. Ihekweau	9/1/91 8/31/94	294,542	SCUREF/DOE
17.	Campus Drug Education and Prevention Program Director: Dr. Ida E. Wanamaker	9/1/91 8/31/93	121,344	U.S. Dept. of Ed. Office of Post-Secondary Ed.
18.	Connection to NSF's Supercomputing Access Network Director: Mr. Stephen E. Glover	9/1/91 2/28/94	33,000	National Science Foundation/NSF
19.	Post-Wide Education Services at Fort Jackson Director: Mr. Bill Heggins	10/1/91 9/30/94	920,970	US Army
20.	Impact Analysis of Alternative Credit Policies on Smallholder Rubber Production in Indonesia Director: Dr. Suresh Londhe	10/91-9/93	99,821	U.S. Agency for International Dev.
21.	Strengthening Educational Capacities in Food Agricultural Sciences Director: Mrs. Deborah N. Blacknall	9/90-2/93	107,777	U.S. Dept of & Agriculture
22.	Enhance Science and Engineering Programs with Environmental Restoration and Waste Management	10/22/91 3/31/92	5,146	WRSC/DOE Subcontract Clemson University

Director: Mr. Elbert Malone
Mr. John Pirkle
Mr. Alan Elzerman
Mr. H. Hornsby

23.	Improvement Plan for Science and Mathematics at SCSC Director: Dr. Carl Clark	1/1/91 12/31/92	100,000	Packard Foundation
24.	Physiological Ecology of SRS Carolina Bay-Phytoplankton Communities: Effects of Nutrient Changes and CO2 Sources Director: Dr. John Williams	1/1/92 9/26/93	191,370	DOE
25.	HBCU Solar Radiation Monitoring Network Director: Dr. Tom Whitney		7,000	NREL
26.	SCSC Entrepreneurial Development Institute Program (EDIP1992) Director: Mr. John Gadson	10/1/91 9/30/9	49,925	Federal Highways Admin. (FHA)
27.	Physics for the Technologies Institute for Teachers Director: Dr. B. Moore-Green	2/26/92 6/30/92	6,930	S.C. Dept of Education
28.	Applied Communication Institution for Teachers Director: Dr. B. Moore-Green	2/26/92 6/30/92	6,930	S.C. Dept of Education
29.	Applied Mathematics Institute for Teachers Director: Dr. B. Green-Moore	2/22/92 6/30/92	6,930	S.C. Dept of Education
30.	Applied Career Counseling Institute Director: Dr. Doris Cantey	2/26/92 6/30/92	6,930	S.C. Dept of Education
31.	Title III Strengthening HBCU Program Director: Ms. Gloria D. Pyles	10/1/92 9/30/93	1,568,488	U.S. Department of Education
32.	Patricia Robert Harris Director: Dr. J. Ronald Quinn	8/15/92 8/14/93	192,000	U.S. Department of Education
33.	Patricia Robert Harris Programs Director: Dr. J. Ronald Quinn	8/15/92 8/14/93	48,000	U.S. Department of Education/USDOED
34.	Student Support Services Program Director: Mrs. Elizabeth Ray	9/1/90 8/30/93	157,050	U.S. Department of Education
35.	A Project for Internationalizing Business Education Director: Mr. Zaida L. Martinez	8/15/91 8/14/93	52,227	U.S. Dept of Education

- | | | | |
|---|-------------------|---------|-------------------------------|
| 36. Personal, Professional and Organizational Variables Related to Stress and Burnout in Community-Based Service Providers
Director: Dr. Michael J. Fimian | 7/1/92
6/30/94 | 115,000 | U.S. Dept of Education (DOED) |
| 37. SCSC Pre-Freshman Enrichment Program
Director: Dr. Ashok Satpathy | 9/1/92
5/31/94 | 40,000 | U.S. Dept. of Energy (USDOE) |

APPENDIX A-11

APPENDIX A-12

APPENDIX VIII

PRESIDENT'S OFFICE

Publication of Documents

Faculty and Staff Directory -- NOT FOR PUBLICATION
Annual Report (sent to State Library each year)

Publication of Documents

"South Carolina State College Review"
"South Carolina State College News and Views"
"Information Technology Plan"
"Capital Improvement Plan"
"Affirmative Action Plan"
"A Handbook for Sponsored Research Grants and Contracts"

VICE PRESIDENT FOR STUDENT AFFAIRS' AREA

Listed below are the brochures, handbooks and guides published in the Student Affairs' area:

- . Student Handbook - Dates & Data
- . Residence Hall Assistants Guide
- . Handbook for Advisors to Organizations
- . Academic Advising Handbook
- . Alcohol Abuse Handbook
- . What About? A Guide to New Students
- . Orientation
- . Welcome to Residence Hall Life
- . Academic Adjustment & Career Satisfaction
- . Student Financial Aid Handbook
- . Aids Peer Education Training Manual

Brochures

- . Orientation for Parents and New Students
- . Career Development "An Unbreakable Chain"
- . Co-op Education For: Experience, Work, Self Confidence, Maturity, Human Relations, Responsibility & Earnings
- . Academic Advising Handbook
- . Student Handbook (Handicapped/Disabled Student Services)
- . Faculty Handbook (Handicapped/Disabled Student Services)
- . Academic Advising Program
- . SCSU Student Life
- . Reaching Out
- . Academic Advising Support and Retention Programs
- . Counseling Center (Information About)
- . Hotline
- . Training
- . Cadet
- . World of Careers

PUBLICATIONS OF FACULTY

Department of Art

Martin, Frank C. "The Museum as an Artist's Resource", American Artist Magazine, July 1991, Vol. 55, No. 588, pp. 65-68.

Martin, Frank C. "Cultural Pluralism: A New Challenge for the Arts in South Carolina", in the Catalogue of the Triennial Exhibition, South Carolina Arts Commission, 1992.

Martin, Frank C. "The Acacia Historical Collection: The Preservation of the Afro-American Heritage", American Visions Magazine, June 1992.

Department of English

Sharpe, Johnnie M. Hugo Humor: A Celebration of Survival as a part of a funded project by the South Carolina Committee on the Humanities. This work is edited with an introduction by Dr. Calvin D. Hutson, who was also involved in the Hurricane Hugo endeavor.

Nettles, Evelyn E. Edited Behavior Modification: Thinking and Test Taking for Academic and Personal Success.

Greene, Ghussan R. Contracted with Kendall/Hunt Publishing Company (March 1992) to write (co-author) a textbook on Writing Centers. The completion date is June, 1993.

Wallace, Nathaniel O. "Talus: Spenser's Iron Man" accepted for publication in Spenser Studies. He also has an article listed in the 1991 MLA (Modern Language Association) Bibliography: "Religious Folly and Hermeneutic Prudence in Rabelais' Narratives and Wu Ch-eng's Hsi-yu chi".

Cheeseboro, Mary E. Authored a program handbook for the EEE (Education Entrance Examination).

The following faculty members collaborated with Dr. Don L. Powell, Chairman of the English Department, to publish a two-volume literature textbook, Literary Perspectives, which will be the main books for the two-semester course in World Literature. These books will be published by Kendall/Hunt in August, 1992. Dr. Powell is the general editor of the textbooks. Contributing faculty members are Dr. Calvin D. Hutson, Dr. Jesse R. Robinson, Mr. Allen H. Fleming, Dr. Alex C. Johnson, Dr. Thomas J. Cassidy, Dr. Nathaniel O. Wallace, and Dr. Evelyn E. Nettles.

Department of Mathematics and Computer Science

Hugine, Andrew; Jenkins, P.; Krishna, M.V.G.; and Myers, L. Precalculus: An Intuitive Approach. (first edition), Kendall/Hunt, June 1991.

Krishna, M.V. Gopola. A report on "Coordinate Generation in Three-Dimensional Arbitrary Surface". Published by Office of Naval Research.

Boettler, James. Submitted an article on cheating to SIGCSE for publication.

Department of Natural Sciences

- Clark, C.O. "Computer Interfacing of Science Experiments", Instructional Computing in Minority Institutions, Oak Tree Publishing Corp., 1991, pp. 76-79.
- Scott, D. and Jackson, L.L. 1990. "The basis for control of postdating sexual attractiveness of *Drosophila Melanogaster* females". Animal Behavior, 40, 891-900.
- Scott, D. and Richman, R.C. 1990. "Sperm loss by remating *Drosophila* females". J. Insect Physiol., 36, 451-456.
- Payne, J. Progress Report: "TRU Drum Studies", Westinghouse Savannah River Company, Dec., 1991.
- Payne, J. Progress Report: "High Transition Temperature Superconductors", General Dynamics, Aug., 1991.
- Fuller, J. BSAP Science Project, Life Science Teaching Module (Grades 7-8), SC Department of Education.

Department of Political Science and History

- Rickey Hill. "The Aftermath of Operation Lost Trust and Its Political Implication for the African American Community" in the CUL, The State of Black South Carolina, 1992.
- Hine, William C. "South Carolina's Challenge to Civil Rights: The Case of South Carolina State College, 1945-1954". Agriculture and Human Values (1992).
- St. Mark, Cornelius. "Charleston, South Carolina: A City Vignette," in Charles M. Christian, ed., A Statistical Abstract of the Black Population in the U.S., (1991).

Department of Accounting

- Adams, Barbara. "Risk Management: Minimizing Exposure Liability in Accepting and Retaining a Client". The Practical Accountant.
- Adams, Barbara. "Need Fulfillment and Job Satisfaction of Male and Female Accountants". Southern Business and Economic Journal.

Department of Business Administration

- Baral, Suresh. "Dividend Yields and Stock Market Volatility", to be published in summer 1992, Transactions of the 1992 Annual Meeting of the Mid-South Academy of Economics and Finance.
- Crawford, Emily. "Multi-theoretical Perspectives Applicable to Children's Consumer Research: Another Viable Alternative", American Psychological Journal, 1991.

Department of Agribusiness and Economics

- Kyereme, S.S. "Exchange Rate, Price, and Output Inter-relationships

in Ghana: Evidence from Vector Autoregression". Applied Economics, Vol.23 Number 13, December 1991.

Kyereme, S.S. and Thorbecke E. "Factors Affecting Food Poverty in Ghana". Journal of Development Studies, Vol. 28 Number 1, October 1991.

Sureshwaran, S. and Thompson, S. C. "A Comparison of Prices Paid for Agricultural Land Purchases by Non-Resident Aliens and Domestic Buyers". Journal of the American Society of Farm Managers and Rural Appraisers, April 1991.

Sureshwaran, S. et al. "Profitability and Financial Constraints of Including a Catfish Enterprise on a Representative Row Crop Farm in South Carolina". Journal of Economics and Finance, Summer 1991 Papers and Proceedings.

Office of the Dean of Education

Simms, Earline M. "Laboratory Schools: Achieving Visibility Through Innovation", Journal of the National Association of Laboratory Schools, 1992.

Simms, Earline M. "Alternative Certification: Solution or Addition Problem for the Minority Teacher Shortage", Journal of the Association of Teacher Education, 1992.

Department of Counselor Education and Psychological Foundations

Miano, G., Charles, B., Martin D., and Martin, M. (February, 1992). "The Pulsaski Project Helping K-12 - Student At-Risk". Virginia Counselors Journal, Vol. 20, No. 1, pp. 53-60.

Johnson, M. Martin, D., Martin, M. and Gumaer, J. (January, 1992) "Long-term Parental Illness and Children: Perils and Promises". The School Counselor, Vol. 39, pp. 225-231.

Martin, M. "Remarriage: What About the Children?" Bridal Guide.

Miano, G.M., Martin, D., and Martin, M. (in press). "Understanding Adolescent Children of Divorce". Adolescence, Vol. 10, No. 2.

Matthews, D. B. (1991). The effects of learning styles on grades of first-year college students. Research in Higher Education, 32 (3), 253-267.

Matthews, D. B. (1991). Learning styles research: Implications for increasing students in teacher education. Journal of Instructional Psychology, 18 (4), 228-236.

Matthews, D. B. (1991). The effects of learning styles on grades of first-year college students (summary). Proceedings from the Fifth International Conference on the First-Year Experience p. 38. Cambridge, England: University Press.

Matthews, D. B. (1992). The learning styles of education majors: Are they similar to those of other students. Strate Journal, 1 (1), 28-32.

Martin, D. and Martin, M. (1992). Step-by-Step: A Guide to Stepfamily Living. Minneapolis, MN: Educational Media Corp.

Martin, D. and Martin, M. (in press - August). Counseling The Step Family. San Francisco: Jossey/Bass.

Martin, M. and Martin, D. (in press- October). Fat: A Family Affair. Brandenton, Florida: Human Services Institute.

Department of Educational Administration

Hobbs, Gardner J. "The Legality of Reducing Student Grades as a Disciplinary Pressure", Clearinghouse, March-April, 1992.

Michel, George J. "Political Conflict in Racial Isolated School Districts", Journal of Negro Education, Vol. 60 4. pp. 502-511, Fall, 1991.

Michel, George J. "The Nature of Action, Written, Verbal School Communication", Journal of Research and Education. Spring 1992.

Department of Health and Physical Education

Felman, Aaron L. "The Application of Behavior Analysis to Sports and Physical Education". Submitted for publication, 1992.

Frishberg, Barry A. "An Applied Sports Biomechanics Running Laboratory", Teaching Kinesiology and Biomechanics in Sports, J. D. Wilkerson, E. Kreighbaum and C. L. Tant (eds.), Kinesiology Academy of NASPE, 1991, pp. 129-133.

Swanson, William R. (March 1992). Bill Toomey. A chapter in a twelve volume set entitles Twentieth Century Sports Champions, Salem Press: Pasadena, California.

Swanson, William R. "A Brief History of Academic Standards in Intercollegiate Athletics Prior to Proposition 48", Submitted to the South Carolina Journal for Health, Physical Education, Recreation and Dance for publication in the May 1992 issue.

Swanson, William R. (Reviewer) "Baseball Players and Their Times: Oral Histories of the Game 1920-1940", by Eugene Murdock. This review will appear in the Journal of Sport History, a publication of the North American Society for Sport History.

Department of Teacher Education

Brantley, H. & Washington, S. (1991) Using Higher Level Questioning as a method to prepare evaluation of language skills. ERIC Document 4941807. Provides a systematic plan of incorporating higher level thinking and learning into curricular activities using questioning techniques. A demonstration lesson through poetry is provided.

Brantley, Helen. (Fall 1991) Higher-Level Thinking Skills: A Selected Annotated Bibliography with Sample Lesson, 1890 Research.

Brantley, H. and Nettles, E. (July 1991) Training Teachers for the Teaching of Higher Level Thinking: A Research Study, ERIC Clearinghouse on Urban Education, Teachers College, Columbia University, New York.

Brantley, H. and King-Johnson, S. (Summer, 1991) Using An Evaluation Grid with At-Risk High School Students. Reston, VA: The ERIC Clearinghouse on Handicapped and Gifted Children, The Council for Exceptional Children.

Brantley, H. and Small, D. (1992) Behavior Modification and Critical Thinking Strategies for Underprepared Students. Montclair State, Institute for Critical Thinking, Fall, 1992.

Brantley, H., Small, D. and Nettles, E. (February, 1992) Making It: A Survival Skills for Achieving Personal Success for High School Students. At Press, Kendall/Hunt Publishers.

Heggins, Martha J. A. and Nall-Niilampti, G. Research Report: Programs That Improve Higher Order Thinking (5-10 years-old) published by the Visions for Youth Project, Clemson University, Clemson, SC (May, 1991).

Heggins, Martha Jean Adams. "America 2000: Implications for Restructuring Rural Education in South Carolina/Sunbelt for Black At-Risk Children, Youth and Families", The Journal of Negro Education, Howard University, Washington, DC, January, 1992.

Felton Laboratory School

Boutte, Gloria S. and Samuels, Verdie. (1992) Home Intervention: The Effects on Rural Head Start Children Achievement. National Association of Laboratory Schools Journal, (To be published in Spring 1992 Issue).

Department of Civil and Mechanical Engineering Technology

Ihekweazu, Stanley N. "Managing Industrial Conflict" Submitted to the American Society for Engineering Management ASEM.

Ihekweazu, Stanley N. "Reasons Behind The Technological Gap Between Advanced and Developing Countries - Case Study", Paper ID: A273 accepted for presentation at Portland International Conference on Management and Engineering Technology. (October 28, 1991).

Ihekweazu, Stanley N. "Improved Model For Analyzing S t r e s s Distribution For Composite Laminates With Central Hole" submitted to Midwestern Mechanics Conference-University of Missouri- Rolla. (October 6, 1991).

Department of Industrial and Electrical Engineering Technology

Basher, A.M.H. "A Short Report on Voltage-to-Frequency Conversion for HISTRAP RF System Tuning Control Loops". ORNL/TM-11854, Oak Ridge National Laboratory, Oak Ridge, Tennessee, September, 1991.

- Basher, A.M.H. "Development of a Remote Control Console for the HHIRF 25-MV Tandem Accelerator: ORNL/TM- 11928, Oak Ridge National Laboratory", Oak Ridge, Tennessee, September 1991.
- Hong, J., Hayya, J., and Kim, S. "JIT Purchasing and Setup Reduction in an Integrated Inventory Model", International Journal of Production Research, 30, 2, 255-266, 1992.
- Hong, J., and Hayya, J. "An (s, Q) Policy with Setup Reduction in a Single-Stage Batch Manufacturing System", Computers and Operations Research, 19, 9-19, 1992.
- Hong, J. and Hayya, J. "Just-In-Time Purchasing: Single or Multiple Sourcing", International Journal of Production Economics (forthcoming).
- Hong, J., Cavalier, T., and Hayya, J. "On the (t, S_i) Policy in an Integrated Production/Inventory Model with Time Proportional Demand", European Journal of Operational Research (forthcoming).
- Hong, J. and Hayya, J. "Zero Inventories (ZI): The combined Effect of Setup Reduction and the Simultaneous Increase in Carrying Cost", SE Decision Sciences Institute Proceedings, 22, 327-330, 1992.
- Hong, J. and Hayya, J. "Analysis of an (s_i, Q) System with Stochastic Lead Time and Time-Dependent Demand", Proceedings of the Decision Science Institute, 1164, November, 1991.
- Hong, J., Hayya, J., and Mekler, V. "Effect of Service Level on the Recorder Points in an (S_i, Q) System under Stochastic Lead Time and Time-Dependent Demand", Proceedings of the 1st International Meeting of the Decision Sciences Institute, 208-211, 1991.
- Isa, S.A. "Stress Relief in Ion-Beam Deposited ZnO Thin Film Due to Post Deposition Thermal Treatment", - Nuclear Instruments and Methods in Physics Research B (October 1991).

APPENDIX IX

**SOUTH CAROLINA STATE UNIVERSITY
FINANCIAL SUMMARY - FISCAL YEAR 1991-92**

Current Funds

Education and General Revenue	
Student Fees	8,949,604
Appropriations	18,443,603
Gifts, Grants and Contracts	13,124,987
Other Revenue	318,075
Total Revenue (Education and General)	40,836,249
Auxiliary Services	10,983,831
Grand Total Current Fund Revenue	51,820,080

Education and General Expenditures

Instruction	13,921,122
Academic Support	4,582,556
Research	1,979,682
Public Service	1,949,818
Student Services	2,301,861
Institutional Support	5,523,985
Operation & Maintenance of Plant	3,982,980
Scholarships and Fellowships	6,442,460
Total Expenditures (Educational & General)	40,684,464
Auxiliary Services	9,700,358
Mandatory Transfers:	
To Debt Service	797,160
Non-Mandatory Transfer:	
From Endowment Funds (Landscript)	5,754
To Loan Funds	-0-
To Debt-Service Funds	-0-
Total Expenditures & Transfers	51,187,736
Other Additional/(Deductions)	
Addition to Plant Funds	(175,000)
Excess of Restricted Receipts over	
Transfers to Revenue	-0-
Net Increase (Decrease) in Fund Balance	632,344

Capital Funds (1968-69--1991-92)

State Capital Improvement Bonds Authorization	
Authorization Prior to 1980-88 (Including	
Handicap Access Allocation)	19,226,280
1980-88 Authorization (School of Business) ..	3,290,000
Total Capital Improvements Bonds Authorized	22,516,280
Tuition Authorized for Capital Improvements	11,401,843
Housing Revenue Bonds	3,760,000
Donations for Capital Improvements	150,000
Total Capital Funds	37,828,123
Less: Capital Funds Drawn Through 6/30/92	33,879,732
Total Funds Remaining to be Drawn at 7/1/92	3,948,391

**TOTAL EXPENDITURES BY OBJECT CLASSIFICATION
FOR YEAR 1991-92**

Personnel	30,759,235
Contractual Services	3,409,330
Supplies	1,465,949
Travel	534,913
Equipment	1,738,486
Other Expenditures and Transfers	<u>13,279,823</u>
TOTAL	<u>51,187,736</u>

Total Number of Documents Printed	<u>255</u>
Cost Per Unit	\$ <u>2.59</u>
Printing Cost - S.C. State Budget & Control Board (up to 255 copies)	\$ <u>661.50</u>
Printing Cost - Individual Agency (requesting over 255 copies and/or halftones)	\$ <u> </u>
Total Printing Cost	\$ <u>661.50</u>